Workload Assignment Module (WAM) for Ancillary Personnel

Representatives from Ancillary Modules
(PHR, RAD, and LAB)
MEPRS/WAM Coordinator

Disclaimer

All patients and personal data within this training are fictional and not based on any real patients.

Course Objectives

Upon completion of this course, you will be able to:

- Explain what WAM is and who is responsible for what tasks
- Explain monthly tasks required in WAM
- Review reports found in WAM
- Employ helpful tips to accomplish WAM duties

Agenda

- Introduction to WAM for Ancillary Personnel
- Lesson 1: General Tasks
- Lesson 2: Helpful Tips
- Course Summary
- References
- Questions

Introduction: WAM for Ancillaries

- As the WAM POC for your specific ancillary module, you may be required to perform certain tasks from within the WAM functionality. These tasks will verify that local workload is being collected correctly in WAM and is ready for transmission to other accounting systems.
- The target audience for this course includes knowledgeable personnel in each of the ancillary modules: Pharmacy, Radiology, and Laboratory. The MEPRS/WAM Coordinator is always welcome to attend this course to offer specific input into how he or she would like this module facilitated at the site.

Agenda

- Introduction to WAM for Ancillary Personnel
- Lesson 1: General Tasks
- Lesson 2: Helpful Tips
- Course Summary
- References
- Questions

Lesson 1: General Tasks

- Topic 1: The Basics
- Topic 2: Linked Orders
- Topic 3: Template Status
- Topic 4: Other Actions
- Topic 5: Report Workload Menu

Lesson 1: Objectives

- Explain what WAM is and who is responsible for what tasks.
- Discuss monthly tasks required in WAM.
- Review reports found in WAM.

Topic 1: The Basics

- What Is WAM?
- Why would you use WAM?
- Who uses WAM?
- When do you use WAM?
- What generates workload?

What is WAM?

In CHCS, the Workload Assignment Module (WAM) provides an automated means for workload data collection based on MEPRS reporting business rules. It is designed to support validation and verification of the workload that is captured.

In addition, WAM interfaces with the Expense Accounting System (EAS) and the Standard Accounting and Reporting System/Field Level (STARS/FL) systems for upward reporting to a higher Military Health System (MHS) authority.

Why would you use WAM?

Saves the MTF time and labor

Workload data is collected automatically from all workcenters in the MTF, reducing time and errors that might result from manual captures. Currently a single MEPRS or Workload Coordinator reviews and verifies the workload data.

Provides data to the Department of Defense (DoD) in a timely manner

Workload data which was collected manually is entered directly into WAM by the user. Current, accurate workload data is sent to DoD on a monthly basis and can be viewed anytime.

Who uses WAM?

- MEPRS/WAM Coordinator
- Ancillary personnel
  - Pharmacy
  - Radiology
  - Laboratory
- All clinics and hospital locations

When do you use WAM?

- The MEPRS/WAM Coordinator is constantly using WAM.
- Ancillary personnel have specific tasks in WAM:
  - Verify that workload starts accruing in WAM at the beginning of each month.
  - Throughout the month, validate WAM totals with various functional workload reports.
  - At the beginning of the current month, verify that your Data Set ID (DSI) workload is correct for the prior month and change the status to “Waiting.”

What generates workload?

Workload is accrued in:

- Clinics when the patient appointment is marked KEPT, Walk-In, or Sick-Call.
- Pharmacy when the label is printed.
- Radiology when the procedure is departed and again when the report is verified.
- Laboratory when the tests are certified.
- Inpatient locations when the patient is discharged.
- Ambulatory Procedure Visit (visit count) when the Check-In date/time is recorded.
- Minutes of Service (MOS) are calculated as they are entered.

Basic Terms

- FCC = Functional Cost Code
  P-FCC Performing Functional Cost Code
  R-FCC Requesting Functional Cost Code
- DSI = Data Set ID
- Status = The state the DSI is in during the monthly process.
- CAC/JON = Cost Accounting Code/Job Order Number
  (Navy only)

Secondary Menus and FileMan Codes

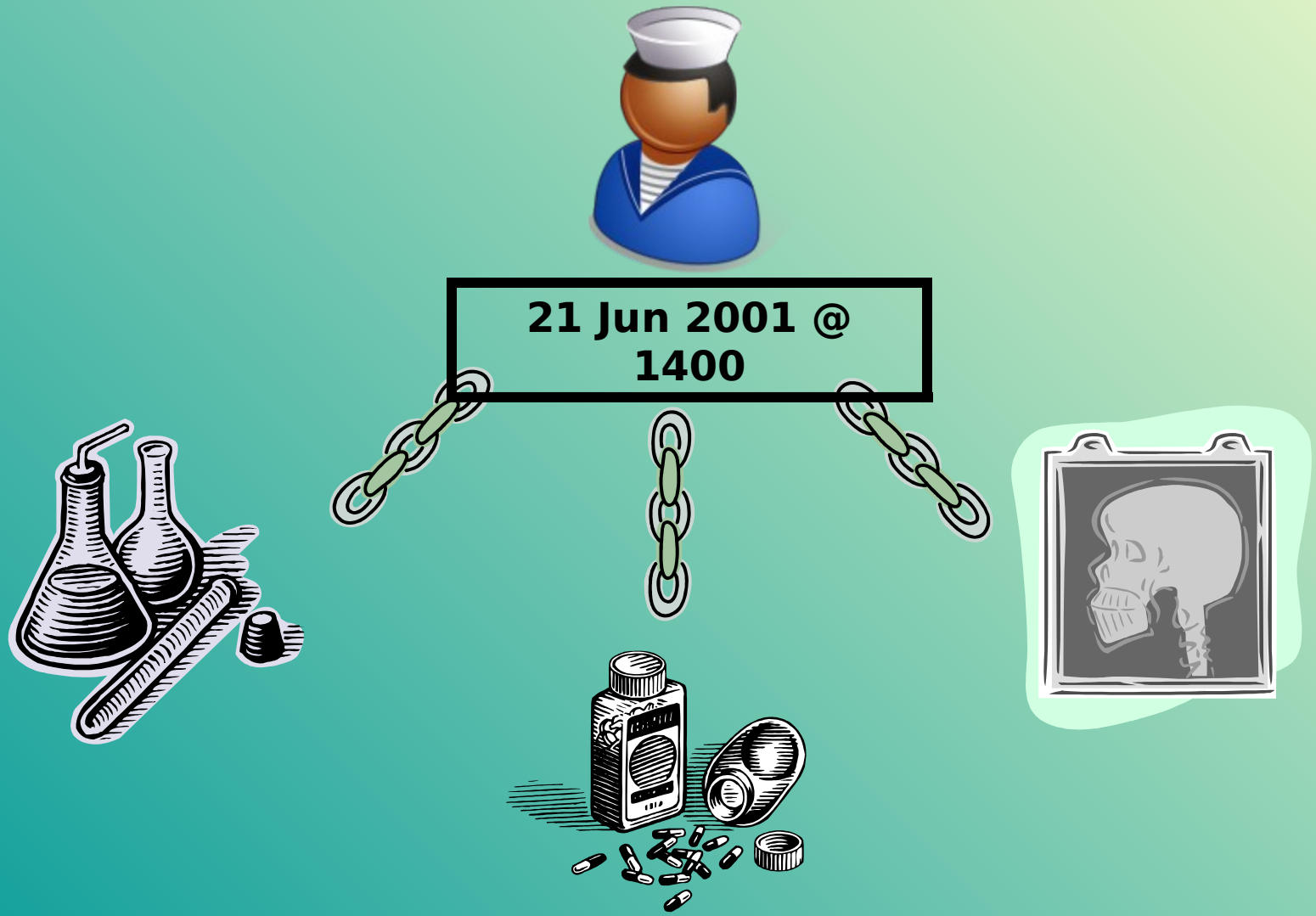
- Secondary Menu: DGNAS WAM USER
- FileMan Code: d
- Security Keys: DGNAS USER
  DGNAS NAVY USER

Question

True or False:

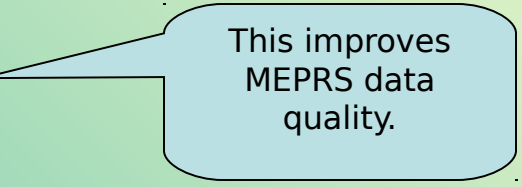
WAM automatically collects workload data from the CHCS subsystems.

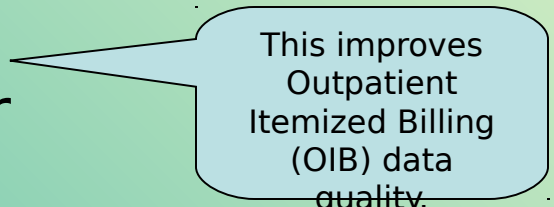
Topic 2: Linked Orders

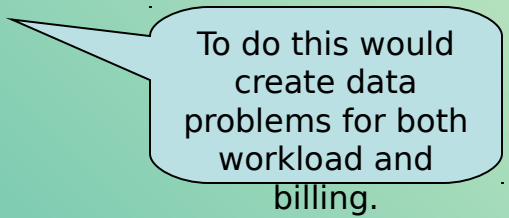


Why Link Orders to Appointments?

- Workload for the orders entered is correctly attributed to the clinic visit.
- The Billing Department must enter the encounter data on claims for ancillary services.
- If you are prompted for a ‘Requesting Location,’ you should not enter your workcenter. (PHR, RAD, LAB location)







Appointment Linking Screen

- If an outpatient has an appointment in CHCS within ±2 weeks of TODAY, the Appointment Linking screen displays.
- Today's appointment is pre-selected. Press <Return> if correct.

```
Scheduled Appointments for PHOTON,AUGUST

    Press <Return> to choose pre-selected appointment or use the SELECT key to de-select
    appointment or select an alternate appointment.

    Linking of orders provides workload credit to the clinic associated with the
    appointment.

  Date/Time   Clinic/Div  HCP            MEPRS/DMIS  Type   Status  Reason
-------------------------------------------------------------------------------
  Appointments with BARNEY,JANE:
  * 07Mar@1233 ALLERG/N-I  BAROS,JILL     BABA/0124  ROUT   WALK-IN  TESTING
    07Mar@1232 ALLERG/N-I  BAROS,JILL     BABA/0124  ROUT   WALK-IN  FOLLOW UP

  Other Appointments:
    31Jan@1202 PCCFO/F-OU  SAND,DEDE      BAAA/0124   ACUT  WALK-IN  FLU
    30Jan@0730 ALLERG/N-I  SIMMS,MARY     BABA/0124   ROUT  PENDING  NEW PT

-------------------------------------------------------------------------------

eXit     Search    Help
```

Question

Which statement is true?

A. You should enter your workcenter at the "Requesting Location" prompt if you are entering an order for a provider.

B. If the patient has an appointment ±3 weeks of TODAY, the Appointment Linking screen will display.

C. Only providers are allowed to enter orders.

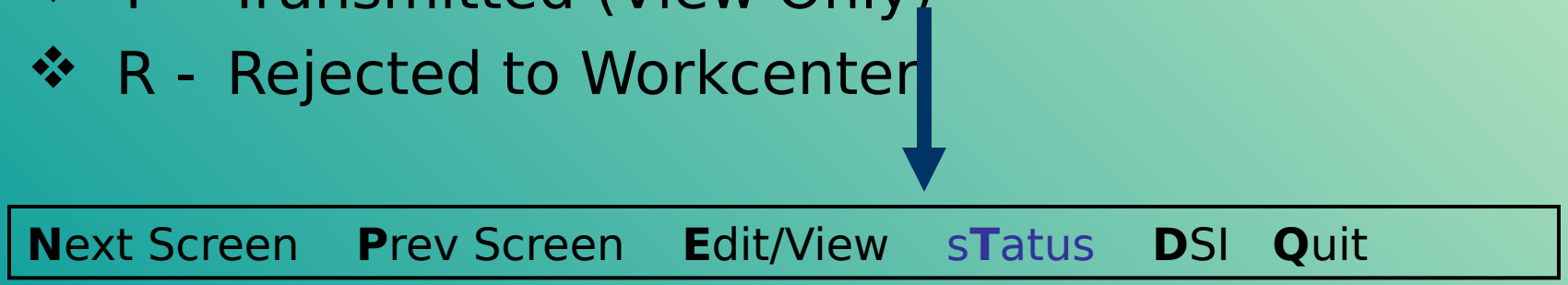
D. All of the above.

E. None of the above.

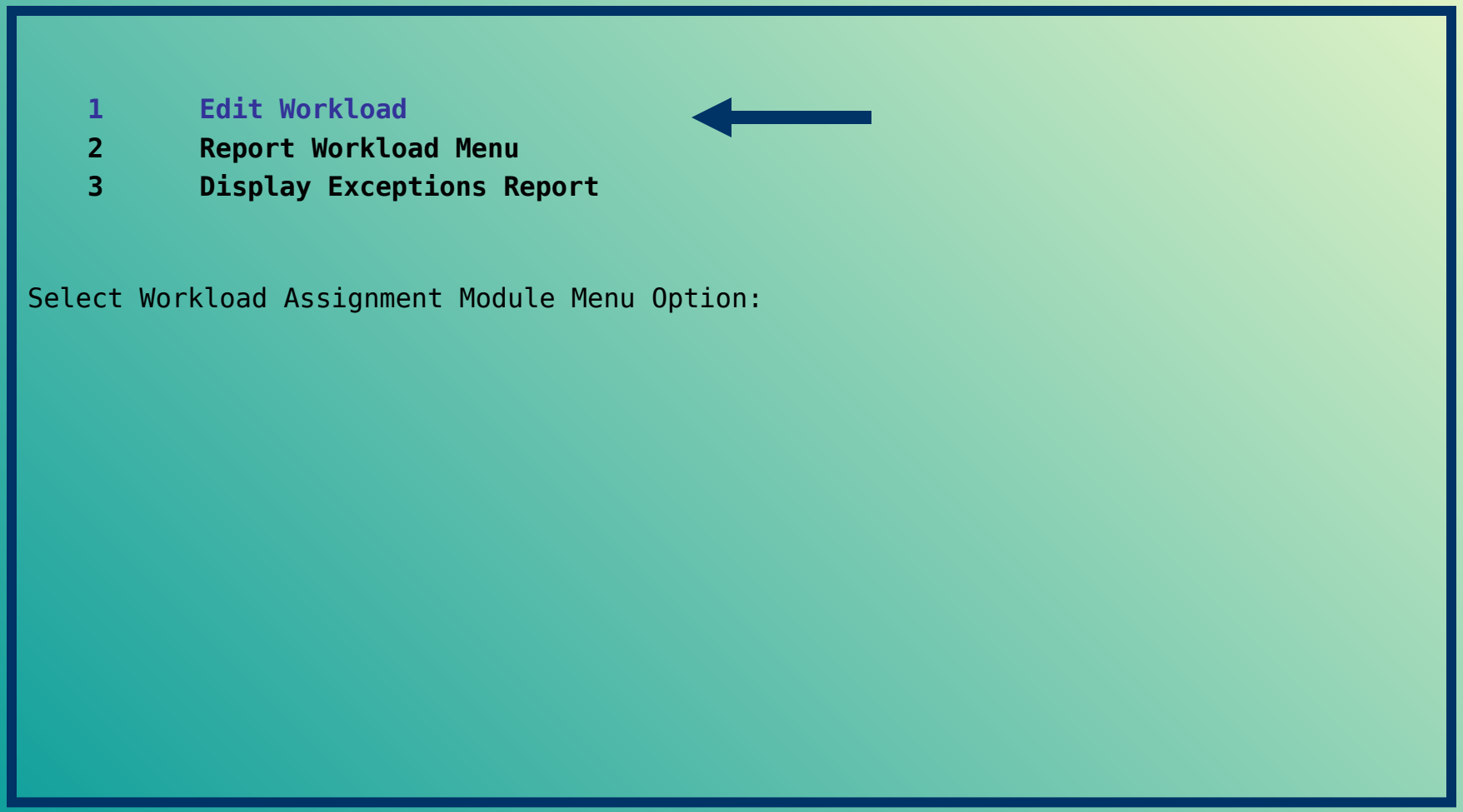
Topic 3: Template Status

Menu Path: WAM > 1

- I - Initialized (View Only)
- **V - Verified (Current Month Only)**
- **W - Waiting Facility Coordinator's Approval**
- A - Approved for Transmission
- T - Transmitted (View Only)
- R - Rejected to Workcenter

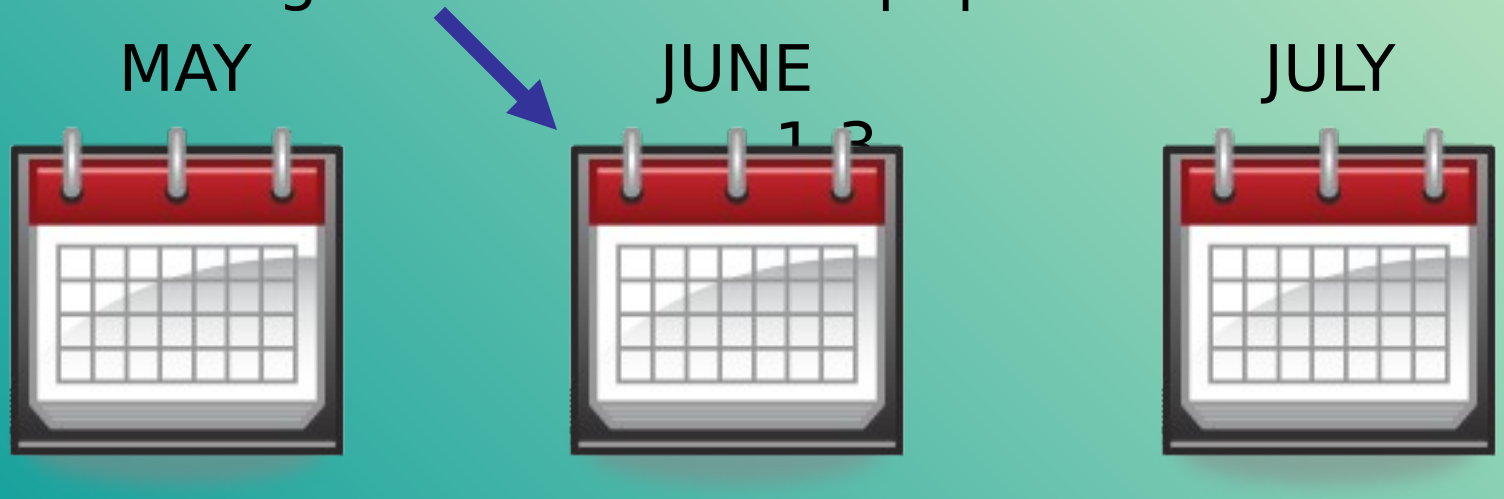


Template Status (cont.)



Template Status (cont.)
Initialized (View Only) (I)

- Usually done within the first few days of the current month by the **MEPRS/WAM Coordinator**.
- This is a batch process indicating that the templates are now built and are ready to allow CHCS-generated data to populate.



Template Status (cont.)
Verified (Current Month Only) (V)

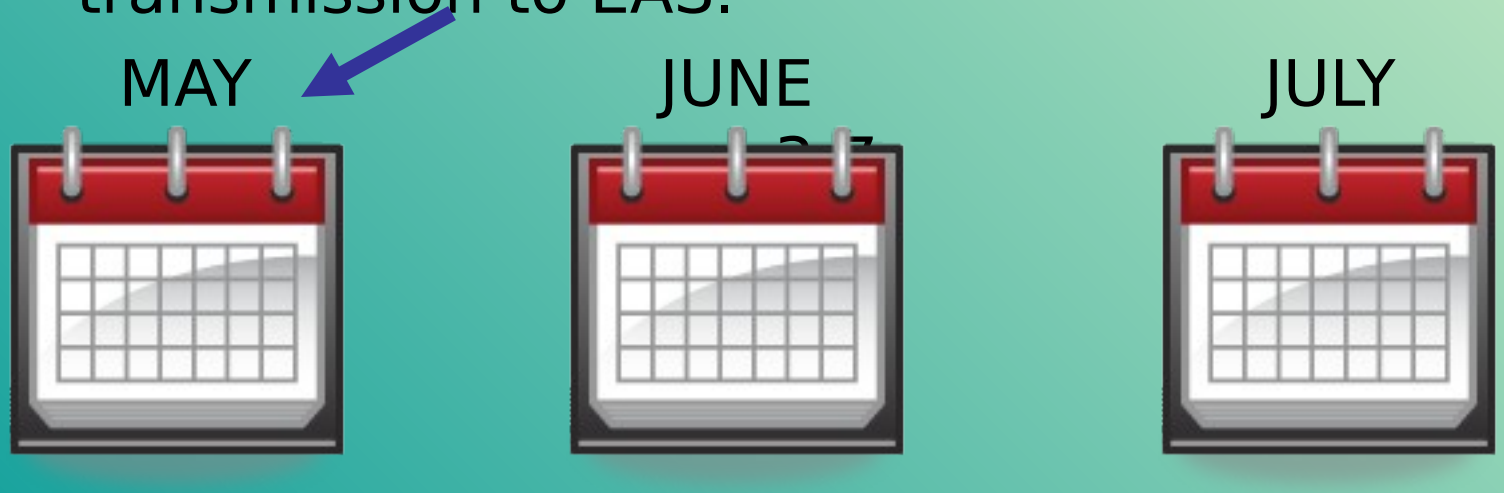
- Usually done within seven days from Initialization, by the **Ancillary POC**. If not completed, the system will generate a delinquency e-mail bulletin.
- Changing the status from I to V indicates that the current month's data have been viewed and verified.

Template Status (cont.)
Waiting Facility Coordinator's Approval (W)

- Usually done at the beginning of the following month (End of Month + 1 day), by the **Ancillary POC**.
- This indicates that the prior month's data have been reviewed/edited for accuracy, and is ready for approval by the MEPRS/WAM Coordinator.

Template Status (cont.)
Approved for Transmission (A)

- Usually done when the templates are in the Waiting for Approval status and the **MEPRS/WAM Coordinator** has reviewed the templates for accuracy.
- Indicates that the templates are now ready for transmission to EAS.



Template Status (cont.)
Transmitted (View Only) (T)

- This indicates that the ASCII file created by the **MEPRS/WAM Coordinator** has been transmitted to EAS.
- The status of the templates is changed to “T” automatically by the system.

Template Status (cont.)
Rejected to Workcenter (X)

- The **MEPRS/WAM Coordinator** may reject any template.
- This indicates that the template requires editing or data entry.

Template Status (cont.)
Summary

JUNE

01-03 Waiting for approval (3)

03-07 Approved for Transmission (4)

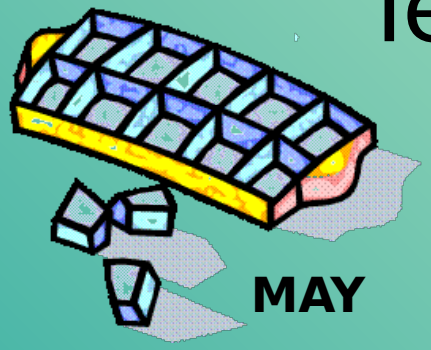
03-07 Transmitted (5)

01-03 Initialize by MEPRS Coordinator (1)

03-10 Verify by Ancillary POC (2)

Template Status (cont.)

The Ice Cube Tray



DAA	AAAA	AABA	AFAA			
	BACB	BACA	BAJA	BAKA	BIAA	

DSI: DAA

Description: PHARMACY: RAW & WEIGHTED PROCEDURES

TDB

Demo: Template Status

Initialize (View Only)

Verified (Current Month Only)

Waiting Facility Coordinator's Approval

```
Enter Workload MONTH/YEAR: Jun 2001//   Jun 2001

Select DIVISION NAME: DIV A - TRAINING HOSPITAL//  DIV A - TRAINING HOSPITAL
Select SUBSYSTEM/WAM GROUPING (or Quit):
  (I)npatient   (O)utpatient  a(N)cillary  (D)ietetics    (P)harmacy
  (L)aboratory  (R)adiology    (S)upport Services  (A)ll  (Q)uit
   A//
```

TDB

Demo: Template Status (cont.)
Access

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@0506
Fiscal Month/Year: Jun 2001                     Template Status: I

DSI: DAA   Description: PHARMACY: RAW & WEIGHTED PROCEDURES
                     Performing FCC: DAAA/0037
     Performance Factor/Raw Workload Total: 268
Performance Factor/Weighted Workload Total: 345.00


              Weighted    Raw                          Weighted    Raw
  FCC/DMIS    Workload    Workload    FCC/DMIS         Workload    Workload
  ---------  ----------  --------    ---------  ----------  --------
  AAAA/0037       102.00        54    AAAB/0037          0.00         0
  AAAC/0037         0.00         0    AAAD/0037          0.00         0
  AAKA/0037         2.00         2    ABAA/0037         35.00        23
  ACAA/0037         0.00         0    ADAA/0037          4.00         2
  ADBA/0037         0.00         0    AEAA/0037          0.00         0
  AFAA/0037        30.00        15    BAA5/0037          0.00         0
  BAAA/0037        75.00        75    BAAB/0255          0.00         0
+ BAAC/0256         0.00         0    BAAD/0391          0.00         0

Next Screen    Prev Screen    Edit/View    sTatus    DSI   Quit
Allows Template Status to be updated for this DSI
```

TDB

Demo: Template Status (cont.)
Status Change

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@0506
Fiscal Month/Year: Jun 2001                     Template Status: I

DSI: DAA   Description: PHARMACY: RAW & WEIGHTED PROCEDURES
                     Performing FCC: DAAA/0037
     Performance Factor/Raw Workload Total: 268
Performance Factor/Weighted Workload Total: 345.00


               Weighted    Raw                        Weighted    Raw
  FCC/DMIS     Workload    Workload    FCC/DMIS       Workload    Workload
Template Status:  Initialized // ??
    I - Initialized (View Only)
    V - Verified (Current Month Only)
    W - Waiting Facility Coordinator's Approval
    A - Approved for Transmission
    X - Rejected to Workcenter
    T - Transmitted (View Only)

Template Status:  Initialized //

Next Screen    Prev Screen    Edit/View    sTatus    DSI   Quit
Allows Template Status to be updated for this DSI
```

TDB

Demo: Template Status (cont.)
Verified (Current Month Only)

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@0704
Fiscal Month/Year: Jun 2001                     Template Status: V

DSI: DAA   Description: PHARMACY: RAW & WEIGHTED PROCEDURES
                     Performing FCC: DAAA/0037
     Performance Factor/Raw Workload Total: 268
Performance Factor/Weighted Workload Total: 345.00


              Weighted    Raw                        Weighted    Raw
  FCC/DMIS    Workload    Workload    FCC/DMIS       Workload    Workload
  ---------  ----------  --------    ---------  ----------  --------
  AAAA/0037       102.00        54    AAAB/0037          0.00         0
  AAAC/0037         0.00         0    AAAD/0037          0.00         0
  AAKA/0037         2.00         2    ABAA/0037         35.00        23
  ACAA/0037         0.00         0    ADAA/0037          4.00         2
  ADBA/0037         0.00         0    AEAA/0037          0.00         0
  AFAA/0037        30.00        15    BAA5/0037          0.00         0
  BAAA/0037        75.00        75    BAAB/0255          0.00         0
+ BAAC/0256         0.00         0    BAAD/0391          0.00         0

Next Screen    Prev Screen    Edit/View    sTatus    DSI   Quit
Allows editing or viewing of Requesting FCC workload  Press F10 to quit
```

TDB

Demo: Template Status (cont.)
Waiting Facility Coordinator's Approval

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@1138
Fiscal Month/Year: May 2001                     Template Status: W

DSI: DAA   Description: PHARMACY: RAW & WEIGHTED PROCEDURES
                     Performing FCC: DAAA/0037
     Performance Factor/Raw Workload Total: 46
Performance Factor/Weighted Workload Total: 46.00


              Weighted    Raw                          Weighted    Raw
  FCC/DMIS    Workload    Workload    FCC/DMIS         Workload    Workload
  ---------  ----------  --------    ---------  ----------  --------
  AAAA/0037         0.00         0    AAAB/0037         0.00         0
  AAAC/0037         0.00         0    AAAD/0037         0.00         0
  AAKA/0037         0.00         0    ABAA/0037         0.00         0
  ACAA/0037         0.00         0    ADAA/0037         0.00         0
  ADBA/0037         0.00         0    AEAA/0037         0.00         0
  AFAA/0037         0.00         0    BAA5/0037         0.00         0
  BAAA/0037         0.00         0    BAAB/0255         0.00         0
+ BAAC/0256         0.00         0    BAAD/0391         0.00         0

Next Screen    Prev Screen    Edit/View    sTatus    DSI   Quit
Allows Template Status to be updated for this DSI
```

TDB

Question

Which two statuses are used by the Ancillary POCs?

A. Verify and Waiting Facility Coordinator's Approval
B. Verify and Transmitted
C. Approved for Transmission and Rejected to Workcenter
D. Initialized and Verify

Topic 4: Other Actions
WAM > 1

- Next Screen
- Previous Screen
- Edit/View
- DSI
- Quit

Next Screen **P**rev Screen **E**dit/View s**T**atus **D**SI **Q**uit

Other Actions (cont.)

Next Screen within selected DSI – Move to the NEXT performing FCC the DSI or to move to the NEXT

Prev Screen move to – Return to the PREVIOUSLY selected performing FCC within the DSI or to the PREVIOUSLY selected DSI

Edit/View – Edit weighted and/or raw workload

Status – Update the status of the template

DSI – Select a specific DSI

Quit session. – Allows you to quit the edit template

TDB

Demo: Other Actions
Access

```
Enter Workload MONTH/YEAR: Jun 2001//   Jun 2001

Select DIVISION NAME: DIV A - TRAINING HOSPITAL//  DIV A - TRAINING HOSPITAL
Select SUBSYSTEM/WAM GROUPING (or Quit):
  (I)npatient   (O)utpatient  a(N)cillary  (D)ietetics    (P)harmacy
  (L)aboratory  (R)adiology    (S)upport Services  (A)ll  (Q)uit
   A// L
```

```
        *DBA        *DBB




  Use SELECT key to select DSI's, F9 for DSI Description, F11 to select ALL,
  HELP for more info.
```

TDB

Demo: Other Actions (cont.)
Next Screen

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@0839
Fiscal Month/Year: Jun 2001                     Template Status: I

DSI: DBA   Description: CLINICAL PATHOLOGY: RAW & WEIGHTED PROCEDURES
                    Performing FCC: DBAA/0037
     Performance Factor/Raw Workload Total: 0
Performance Factor/Weighted Workload Total: 0.00


              Weighted    Raw                          Weighted    Raw
  FCC/DMIS    Workload    Workload    FCC/DMIS         Workload    Workload
  ---------  ----------  --------    ---------  ----------  --------
  AAAA/0037         0.00         0    AAAB/0037          0.00         0
  AAAC/0037         0.00         0    AAAD/0037          0.00         0
  AAKA/0037         0.00         0    ABAA/0037          0.00         0
  ACAA/0037         0.00         0    ADAA/0037          0.00         0
  ADBA/0037         0.00         0    AEAA/0037          0.00         0
  AFAA/0037         0.00         0    BAA5/0037          0.00         0
  BAAA/0037         0.00         0    BAAB/0255          0.00         0
+ BAAC/0256         0.00         0    BAAD/0391          0.00         0

Next Screen    Prev Screen    Edit/View    sTatus    DSI   Quit
Allows editing or viewing of Requesting FCC workload  Press F10 to quit
```

TDB

Demo: Other Actions (cont.)
Previous Screen

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@0908
Fiscal Month/Year: Jun 2001                     Template Status: I

DSI: DBA   Description: CLINICAL PATHOLOGY: RAW & WEIGHTED PROCEDURES
                    Performing FCC: DBAO/0037
     Performance Factor/Raw Workload Total: 0
Performance Factor/Weighted Workload Total: 0.00


              Weighted    Raw                          Weighted    Raw
  FCC/DMIS    Workload    Workload    FCC/DMIS         Workload    Workload
  ---------  ----------  --------    ---------  ----------  --------
  AAAA/0037         0.00         0    AAAB/0037          0.00         0
  AAAC/0037         0.00         0    AAAD/0037          0.00         0
  AAKA/0037         0.00         0    ABAA/0037          0.00         0
  ACAA/0037         0.00         0    ADAA/0037          0.00         0
  ADBA/0037         0.00         0    AEAA/0037          0.00         0
  AFAA/0037         0.00         0    BAA5/0037          0.00         0
  BAAA/0037         0.00         0    BAAB/0255          0.00         0
+ BAAC/0256         0.00         0    BAAD/0391          0.00         0

Next Screen    Prev Screen    Edit/View    sTatus    DSI   Quit
Displays the previous template (a different Performing FCC or DSI)
```

TDB

Demo: Other Actions (cont.)
DSI

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@0839
Fiscal Month/Year: Jun 2001                     Template Status: I

DSI: DBA  Description: CLINICAL PATHOLOGY: RAW & WEIGHTED PROCEDURES
                 Performing FCC: DBAA/0037
     Performance Factor/Raw Workload Total: 0
Performance Factor/Weighted Workload Total: 0.00


              Weighted    Raw                          Weighted    Raw
  FCC/DMIS    Workload    Workload    FCC/DMIS         Workload    Workload
  ---------  ----------  --------    ---------  ----------  --------
  AAAA/0037         0.00         0    AAAB/0037         0.00         0
  AAAC/0037         0.00         0    AAAD/0037         0.00         0
  AAKA/0037         0.00         0    ABAA/0037         0.00         0
  ACAA/0037         0.00         0    ADAA/0037         0.00         0
  ADBA/0037         0.00         0    AEAA/0037         0.00         0
  AFAA/0037         0.00         0    BAA5/0037         0.00         0
  BAAA/0037         0.00         0    BAAB/0255         0.00         0
+ BAAC/0256         0.00         0    BAAD/0391         0.00         0

Next Screen    Prev Screen    Edit/View    sTatus    DSI    Quit
Allows editing or viewing of Requesting FCC workload  Press F10 to quit
```

TDB

Demo: Other Actions (cont.)
DSI

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@0953
Fiscal Month/Year: Jun 2001                     Template Status: I

DSI: DBA   Description: CLINICAL PATHOLOGY: RAW & WEIGHTED PROCEDURES
                    Performing FCC: DBAA/0037
     Performance Factor/Raw Workload Total: 0
Performance Factor/Weighted Workload Total: 0.00


               Weighted    Raw                          Weighted    Raw
  FCC/DMIS     Workload    Workload    FCC/DMIS         Workload    Workload

Select DSI: ??

Choose from:
   DBA
   DBB

Select DSI:
```

TDB

Demo: Other Actions (cont.)
DSI

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@0839
Fiscal Month/Year: Jun 2001                     Template Status: I

DSI: DBB  Description: CLINICAL PATHOLOGY: RAW & WEIGHTED PROCEDURES
                 Performing FCC: DBBA/0037
     Performance Factor/Raw Workload Total: 0
Performance Factor/Weighted Workload Total: 0.00


              Weighted    Raw                          Weighted    Raw
  FCC/DMIS    Workload    Workload    FCC/DMIS         Workload    Workload
  ---------  ----------  --------    ---------  ----------  --------
  AAAA/0037         0.00         0    AAAB/0037         0.00         0
  AAAC/0037         0.00         0    AAAD/0037         0.00         0
  AAKA/0037         0.00         0    ABAA/0037         0.00         0
  ACAA/0037         0.00         0    ADAA/0037         0.00         0
  ADBA/0037         0.00         0    AEAA/0037         0.00         0
  AFAA/0037         0.00         0    BAA5/0037         0.00         0
  BAAA/0037         0.00         0    BAAB/0255         0.00         0
+ BAAC/0256         0.00         0    BAAD/0391         0.00         0

Next Screen    Prev Screen    Edit/View    sTatus    DSI    Quit
Allows editing or viewing of Requesting FCC workload  Press F10 to quit
```

TDB

Demo: Other Actions (cont.)
Edit/View

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@0839
Fiscal Month/Year: Jun 2001                     Template Status: I

DSI: DBB   Description: CLINICAL PATHOLOGY: RAW & WEIGHTED PROCEDURES
                    Performing FCC: DBBA/0037
     Performance Factor/Raw Workload Total: 0
Performance Factor/Weighted Workload Total: 0.00


              Weighted    Raw                          Weighted    Raw
  FCC/DMIS    Workload    Workload    FCC/DMIS         Workload    Workload
  ---------  ----------  --------    ---------  ----------  --------
  AAAA/0037         0.00         0    AAAB/0037          0.00         0
  AAAC/0037         0.00         0    AAAD/0037          0.00         0
  AAKA/0037         0.00         0    ABAA/0037          0.00         0
  ACAA/0037         0.00         0    ADAA/0037          0.00         0
  ADBA/0037         0.00         0    AEAA/0037          0.00         0
  AFAA/0037         0.00         0    BAA5/0037          0.00         0
  BAAA/0037         0.00         0    BAAB/0255          0.00         0
+ BAAC/0256         0.00         0    BAAD/0391          0.00         0

Next Screen    Prev Screen    Edit/View    sTatus    DSI   Quit
Allows editing or viewing of Requesting FCC workload  Press F10 to quit
```

TDB

Question

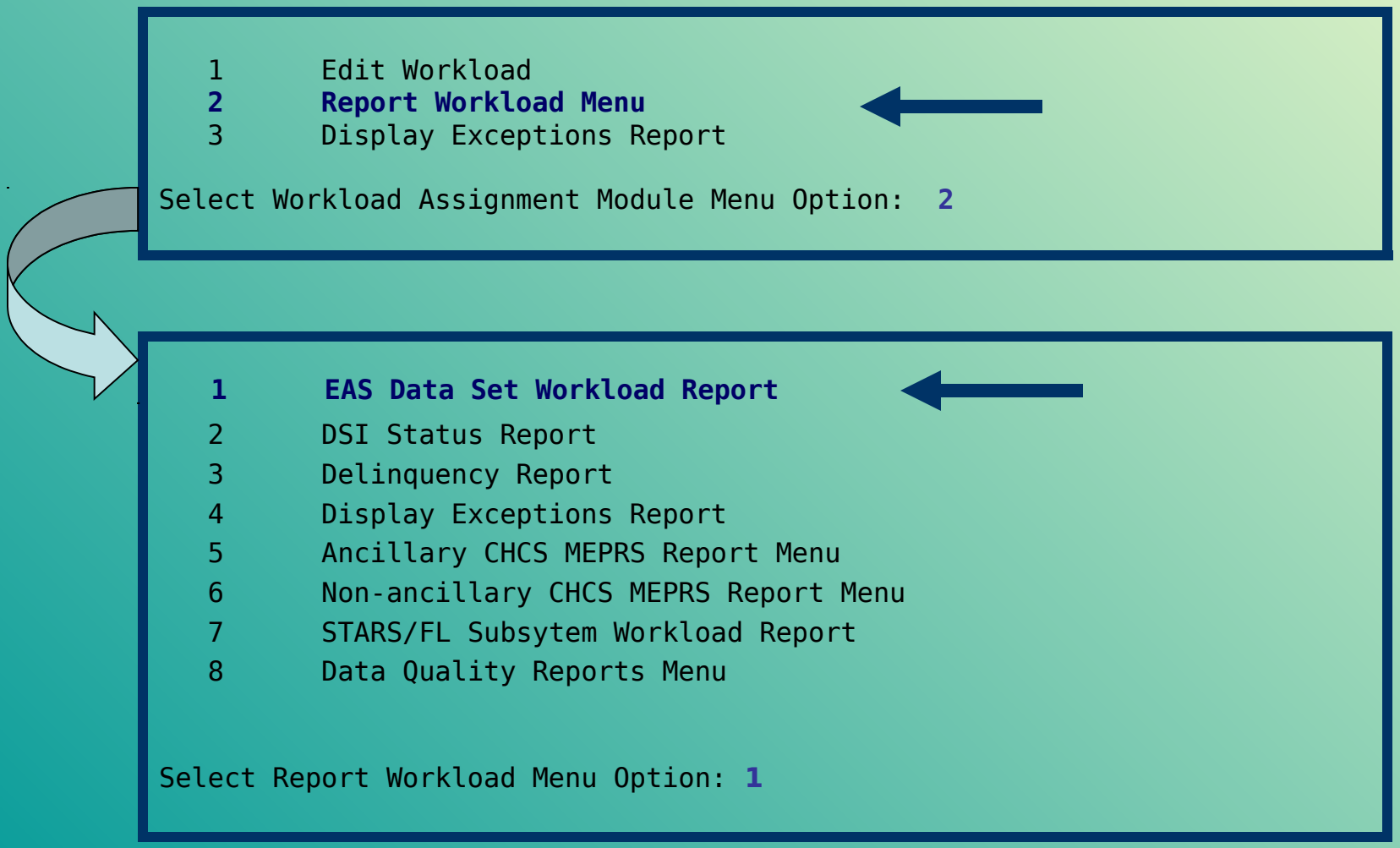
True or False:

The DSI option is used to select a specific DSI.

Topic 5: Report Workload Menu
WAM > 2

1 EAS Data Set Workload Report
2 DSI Status Report
3 Delinquency Report
4 Display Exceptions Report
5 Ancillary CHCS MEPRS Report Menu
6 Non-ancillary CHCS MEPRS Report Menu
7 STARS/FL Subsystem Workload Report
8 Data Quality Reports Menu

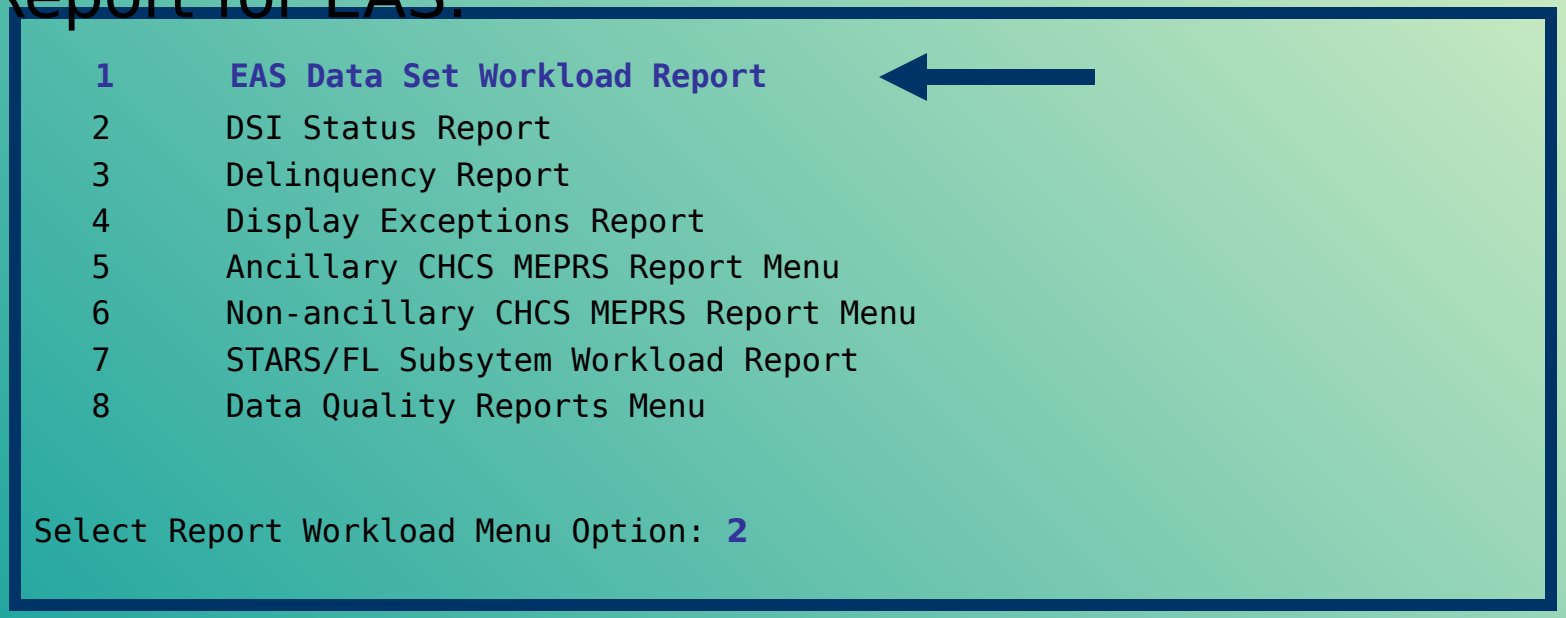
Report Workload Menu (cont.)


1 Edit Workload
2 Report Workload Menu
3 Display Exceptions Report
Select Workload Assignment Module Menu Option: 2
1 EAS Data Set Workload Report
2 DSI Status Report
3 Delinquency Report
4 Display Exceptions Report
5 Ancillary CHCS MEPRS Report Menu
6 Non-ancillary CHCS MEPRS Report Menu
7 STARS/FL Subsytem Workload Report
8 Data Quality Reports Menu
Select Report Workload Menu Option: 1

TDB

EAS Data Set Workload Report
WAM > 2 > 1

- The EAS Data Set Workload Report option allows WAM users to display/print the DSI Workload Report for EAS.


1 EAS Data Set Workload Report
2 DSI Status Report
3 Delinquency Report
4 Display Exceptions Report
5 Ancillary CHCS MEPRS Report Menu
6 Non-ancillary CHCS MEPRS Report Menu
7 STARS/FL Subsytem Workload Report
8 Data Quality Reports Menu
Select Report Workload Menu Option: 2

TDB

EAS Data Set Workload Report (cont.)

```
Select Data Set Workload Report MONTH/YEAR: Jun 2001//   Jun 2001

Select DIVISION NAME: DIV A - TRAINING HOSPITAL//   DIV A - TRAINING HOSPITAL
Select (D)ivision, (G)roup, or (Q)uit: D//

Print report for (A)ll, (M)any, (O)ne DSI or (Q)uit: A// M
Select DSI: ADM
Select DSI: DAA
Select DSI:
DEVICE:
```

TDB

EAS Data Set Workload Report (cont.)

DSI: ADM

UIC: W2DHAA DIV A - TRAINING HOSPITAL 21 Jun 2001 1408
DMIS ID: 0037 Page: 1

DATA SET WORKLOAD REPORT
Month: Jun Year: 2001 (Last Data Gen 06/21/01@1307)

DATA SET	Perform FCC/DMIS	Request FCC	DMIS ID	CPT CODE Lab & Rad	*CAT 1	*CAT 2	*CAT 3	*CAT 4	*CAT 5	*CAT 9	Raw Amt Sys-Gen	Wgt Amt Sys-Gen	Raw Amt Edit	WgtAmt Edit
ADM	ADMISSIONS													
		AAAA/0037			879	66	0	0	0	0	945	0.00	0	0.00
		ABAA/0037			145	2	1	1	10	0	159	0.00	0	0.00
		AEAA/0037			12	0	0	0	0	0	12	0.00	0	0.00
		AFAA/0037			2	0	0	0	0	0	2	0.00	0	0.00
				Totals:	1038	68	1	1	10	0	1118	0.00	0	0.00

*CAT is Beneficiary Category: 1=ACTIVE DUTY, 2=FAM MBR OF ACTIVE DUTY, 3=RETIRED, 4=FAM MBR OF RETIRED, 5=OTHER, 9=NOT REPORTED.

Press <RETURN> to continue or '^' to quit

TDB

EAS Data Set Workload Report (cont.)

DSI: DAA

UIC: W2DHAA DIV A - TRAINING HOSPITAL 21 Jun 2001 0845
DMIS ID: 0037 Page: 4

DATA SET WORKLOAD REPORT
Month: Jun Year: 2001 (Last Data Gen 06/21/01@1547)

DATA SET	Perform FCC/DMIS	Request FCC	DMIS ID	CPT CODE Lab & Rad	*CAT 1	*CAT 2	*CAT 3	*CAT 4	*CAT 5	*CAT 9	Raw Amt Sys-Gen	Wgt Amt Sys-Gen	Raw Amt Edit	WgtAmt Edit
DAA	PHARMACY: RAW & WEIGHTED PROCEDURES													
	DAAA/0037													
		BBIA/0037			0	0	0	0	2	0	2	2.00	0	0.00
		BFDA/0037			0	0	1	0	1	0	2	2.00	0	0.00
		BGAA/0037			0	0	1	0	0	0	1	1.00	0	0.00
		BGAF/0256			0	1	0	0	0	0	1	1.00	0	0.00
		BGAZ/0037			2	0	4	0	5	0	11	11.00	0	0.00
		BHAA/0037			11	0	0	0	12	25	48	48.00	0	0.00
		BHFA/0037			1	0	0	0	0	0	1	1.00	0	0.00
		BHIA/0037			0	0	1	0	1	0	2	2.00	0	0.00

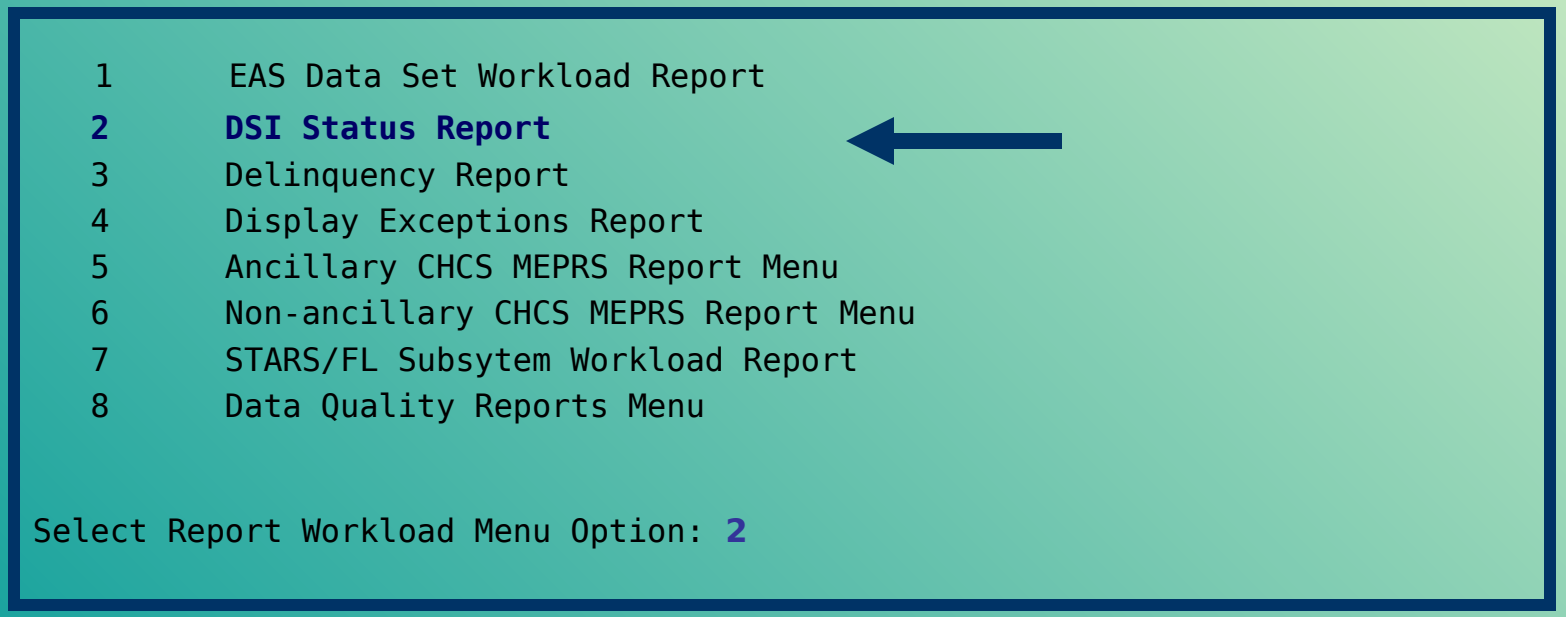
*CAT is Beneficiary Category: 1=ACTIVE DUTY, 2=FAM MBR OF ACTIVE DUTY, 3=RETIRED, 4=FAM MBR OF RETIRED, 5=OTHER, 9=NOT REPORTED.

Press <RETURN> to continue or '^' to quit

TDB

DSI Status Report
WAM > 2 > 2

- The DSI Status Report allows WAM users to display/print the status of all DSIs for a specific month.


1 EAS Data Set Workload Report
2 DSI Status Report
3 Delinquency Report
4 Display Exceptions Report
5 Ancillary CHCS MEPRS Report Menu
6 Non-ancillary CHCS MEPRS Report Menu
7 STARS/FL Subsytem Workload Report
8 Data Quality Reports Menu
Select Report Workload Menu Option: 2

TDB

DSI Status Report (cont.)
Current Month: June 2001

```
DIV A - TRAINING HOSPITAL                          21 Jun 2001@1125   Page 2

                          DATA SET STATUS REPORT
                        Month: Jun      Year: 2001
-------------------------------------------------------------------------------
DATA  Description                    Perf           Status   Status
SET                                  FCC/DMIS                Date
-------------------------------------------------------------------------------
DCA   DIAGNOSTIC RADIOLOGY: RAW &    DCAA/0037        V      21 Jun 01
      WEIGHTED PROCS

DBB   ANATOMICAL PATHOLOGY: RAW &    DBBA/0037        I      21 Jun 01
      WEIGHTED PROCS

DBA   CLINICAL PATHOLOGY: RAW &      DBAA/0037        V      21 Jun 01
      WEIGHTED PROCEDURES            DBAO/0037
                                     DBAP/0037
                                     DBAQ/0037
                                     DBAR/0037
                                     DBAS/0037
                                     DBAT/0037
                                     DBAU/0037
                                     DBAV/0037
Press <RETURN> to continue or '^' to quit
```

TDB

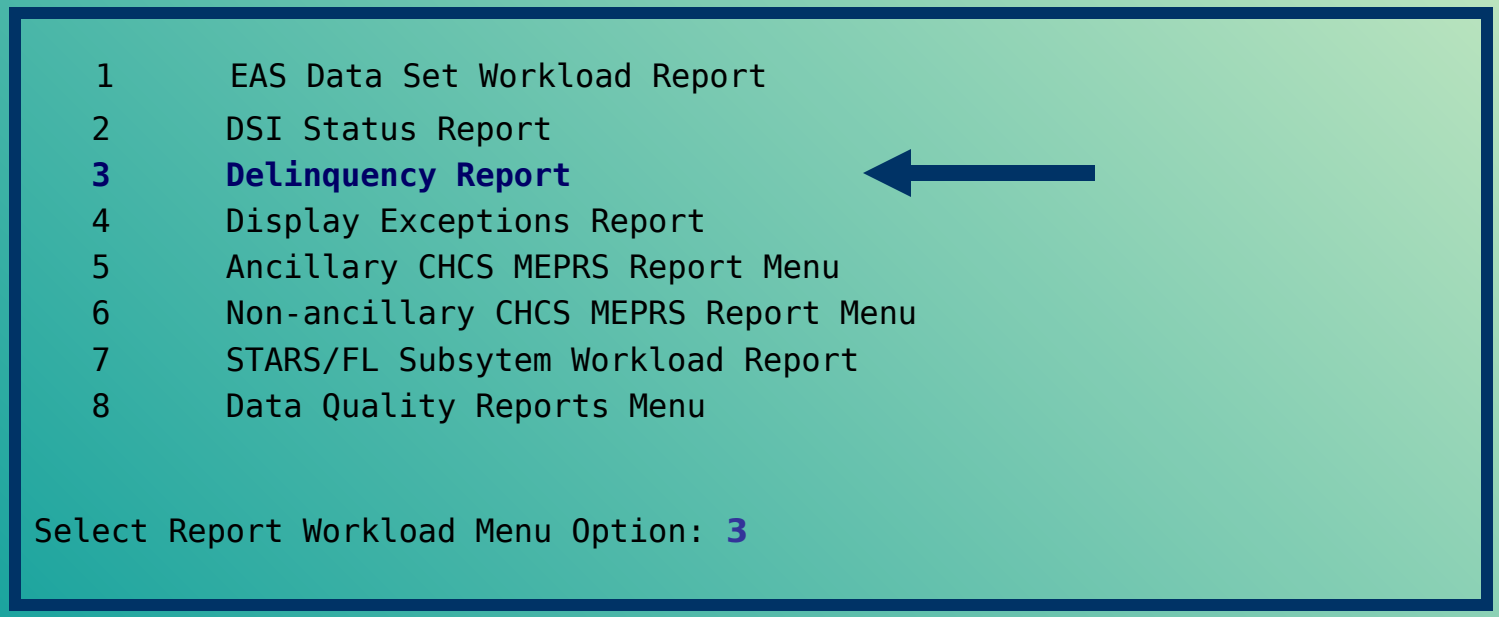
DSI Status Report (cont.)
Previous Month: May 2001

```
DIV A - TRAINING HOSPITAL                          21 Jun 2001@1131   Page 1

                          DATA SET STATUS REPORT
                        Month: May      Year: 2001
-------------------------------------------------------------------------------
DATA  Description                    Perf           Status   Status
SET                                  FCC/DMIS                Date
-------------------------------------------------------------------------------

OBD   OCCUPIED BED DAYS                               A      06 Jun 01

OUT   OUTPATIENT VISITS                               I      21 Jun 01

TOT   TOTAL VISITS                                    I      21 Jun 01

DIS   DISPOSITIONS                                    W      06 Jun 01

ADM   ADMISSIONS                                      W      06 Jun 01

DAA   PHARMACY: RAW & WEIGHTED       DAAA/0037       W      21 Jun 01
      PROCEDURES

DBA   CLINICAL PATHOLOGY: RAW &      DBAA/0037       I      21 Jun 01
Press <RETURN> to continue or '^' to quit
```

TDB

Delinquency Report
WAM > 2 > 3

- The Delinquency Report allows WAM users to display/print all DSIs that have not had the status changed in a timely manner.


1 EAS Data Set Workload Report
2 DSI Status Report
3 Delinquency Report
4 Display Exceptions Report
5 Ancillary CHCS MEPRS Report Menu
6 Non-ancillary CHCS MEPRS Report Menu
7 STARS/FL Subsytem Workload Report
8 Data Quality Reports Menu
Select Report Workload Menu Option: 3

TDB

Delinquency Report (cont.)

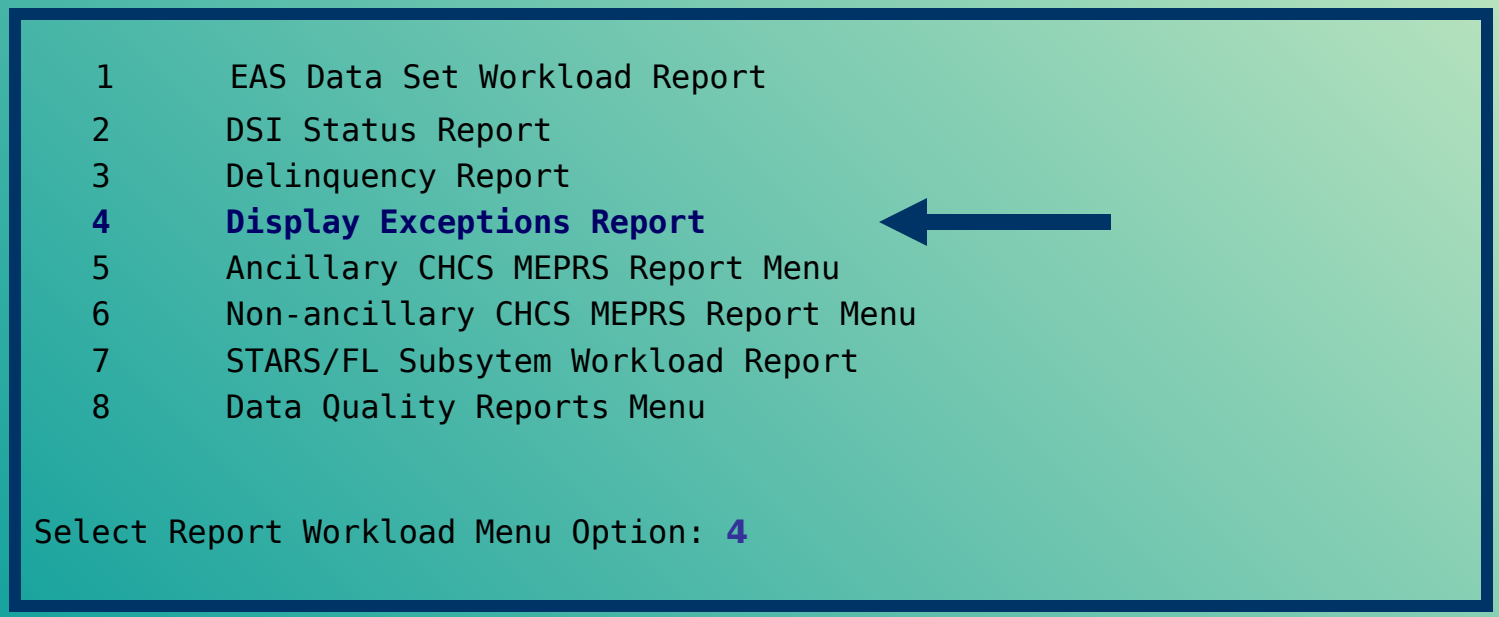
```
DIV A - TRAINING HOSPITAL                          21 Jun 2001@1152   Page 1

                          DATA SET DELINQUENCY REPORT
                           Month: May      Year: 2001
-------------------------------------------------------------------------------
DATA  Description                    Perf           Status   Status
SET                                  FCC/DMIS                Date
-------------------------------------------------------------------------------

OUT   OUTPATIENT VISITS                                I      21 Jun 01

TOT   TOTAL VISITS                                     I      21 Jun 01

DIS   DISPOSITIONS                                     W      06 Jun 01

ADM   ADMISSIONS                                       W      06 Jun 01

DAA   PHARMACY: RAW & WEIGHTED       DAAA/0037        W      21 Jun 01
      PROCEDURES

DBA   CLINICAL PATHOLOGY: RAW &      DBAA/0037        I      21 Jun 01
      WEIGHTED PROCEDURES            DBAO/0037
                                     DBAP/0037
```

TDB

Display Exceptions Report

WAM > 2 > 4

- The Display Exceptions Report option allows you to display/print a free form report containing (E)rror, (N)otification, and (W)arning messages identified during WAM processing.

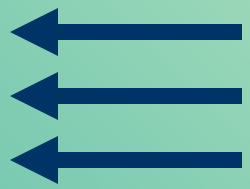

1 EAS Data Set Workload Report
2 DSI Status Report
3 Delinquency Report
4 Display Exceptions Report
5 Ancillary CHCS MEPRS Report Menu
6 Non-ancillary CHCS MEPRS Report Menu
7 STARS/FL Subsytem Workload Report
8 Data Quality Reports Menu
Select Report Workload Menu Option: 4

TDB

Display Exceptions Report (cont.)

WAM Exceptions Categories:

4 WAM File Synchronization Errors (Navy)
5 CAC/JON Processing in DWAM (Navy)
6 SAS Processing in DWAM
7 Invalid MEPRS in DWAM
8 Workload Deviations
9 Workload Delinquencies
10 Template Status
11 STARS/FL ASCII File Creation (Navy)
12 EAS ASCII File Creation
13 CHCS MEPRS Activity
14 CHCS SAS Detail File Activity
15 CHCS Worldwide Workload Report and SIDR Transmission Log
16 CHCS Radiology Remote Workload Processing



Display Exceptions Report (cont.)

```
Select Exceptions Report START DATE: 01 Jun 2001//   (01 Jun 2001)
Select Exceptions Report END DATE: 21 Jun 2001//   (21 Jun 2001)
Select DIVISION NAME: DIV A - TRAINING HOSPITAL//   DIV A - TRAINING HOSPITAL
Select (D)ivision, (G)roup, or (Q)uit: D//
Select CATEGORY to report (A)ll, (M)any, (O)ne or (Q)uit: M//

Select CATEGORY to report: ??
  6 DSI Processing in DWAM
  8 Workload Deviations
  9 Workload Delinquencies
 10 Template Status
 12 EAS ASCII File Creation
 13 CHCS MEPRS Activity
 14 CHCS DSI File Activity

Select CATEGORY to report: 8  Workload Deviations
Select CATEGORY to report: 9  Workload Delinquencies
Select CATEGORY to report: 10  Template Status
Select CATEGORY to report:
Select SEVERITY to report (A)ll, (M)any, (O)ne or (Q)uit: M// A

DEVICE:
```

TDB

Examples of Exceptions # 8

Three messages are possible, as shown below:

- (W) DSI devi range exceeded - DSI ADM - Raw/Stat - Rpt Month 10/03
- (W) DSI devi range exceeded - DSI DBA - Perf DBAA - Raw/Stat - Rpt Month 10/03
- (W) DSI devi range exceeded - DSI DCA - Perf DCAA - Weighted - Rpt Month 10/03

TDB

Display Exceptions Report (cont.)
Workload Deviations Exception # 8

```
DIV A - TRAINING HOSPITAL                              21 Jun 2001@0617   Page 1

                          * * * EXCEPTIONS REPORT * * *
                       From: 01 Jun 2001    To: 21 Jun 2001
-------------------------------------------------------------------------------

Workload Deviations

 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Weighted - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Raw/Stat - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Weighted - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Raw/Stat - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Weighted - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Raw/Stat - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Weighted - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Raw/Stat - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Weighted - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Raw/Stat - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Weighted - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Raw/Stat - Rpt Month 05/01
 (W) DSI devi range exceeded - DSI DAA - Perf DAAA - Weighted - Rpt Month 05/01
Press <RETURN> to continue or '^' to quit
```

TDB

Example of Exceptions # 9

This Exception is related to clinics that have incomplete End-of-Day Processing.

- (W) 3 EOD process incomplete – DSI OUT – Req BGAA
  - Rpt Month 10/03 (02 Nov 03)

TDB

Display Exceptions Report (cont.)
Workload Delinquencies # 9

```
Workload Delinquencies

 (W) 49 EOD process incomplete - DSI OUT - Req BIAA - Rpt Month 06/01 (21Jun01)
 (W) 4 EOD process incomplete - DSI OUT - Req BHFA - Rpt Month 06/01 (21Jun01)
 (W) 31 EOD process incomplete - DSI OUT - Req BHAA - Rpt Month 06/01 (21Jun01)
 (W) 1 EOD process incomplete - DSI OUT - Req BGAA - Rpt Month 06/01 (21Jun01)
 (W) 4 EOD process incomplete - DSI OUT - Req BFDA - Rpt Month 06/01 (21Jun01)
 (W) 1 EOD process incomplete - DSI OUT - Req BEAA - Rpt Month 06/01 (21Jun01)
 (W) 1 EOD process incomplete - DSI OUT - Req BBIA - Rpt Month 06/01 (21Jun01)
 (W) 4 EOD process incomplete - DSI OUT - Req BBAA - Rpt Month 06/01 (21Jun01)
 (W) 8 EOD process incomplete - DSI OUT - Req BAJA - Rpt Month 06/01 (21Jun01)
 (W) 8 EOD process incomplete - DSI OUT - Req BAFA - Rpt Month 06/01 (21Jun01)
 (W) 47 EOD process incomplete - DSI OUT - Req BACA - Rpt Month 06/01 (21Jun01)
 (W) 11 EOD process incomplete - DSI TOT - Req BAA5 - Rpt Month 06/01 (21Jun01)
 (W) 49 EOD process incomplete - DSI TOT - Req BIAA - Rpt Month 06/01 (21Jun01)
 (W) 4 EOD process incomplete - DSI TOT - Req BHFA - Rpt Month 06/01 (21Jun01)
Press <RETURN> to continue or '^' to quit
```

TDB

Example of Exceptions # 10

These exception messages are generated each time WAM templates are initialized for a month by Division/DMIS ID. Separate messages are generated to show the start date/time, the user who requested the initialization, and the end date/time.

- (N) Data generation for division 0124 month 10/03 -

  ended 10/20/03@1400
- (N) Requested by SAEGER,LELA
- (N) Data generation for division 0124 month 10/03 – started 10/20/03@1405

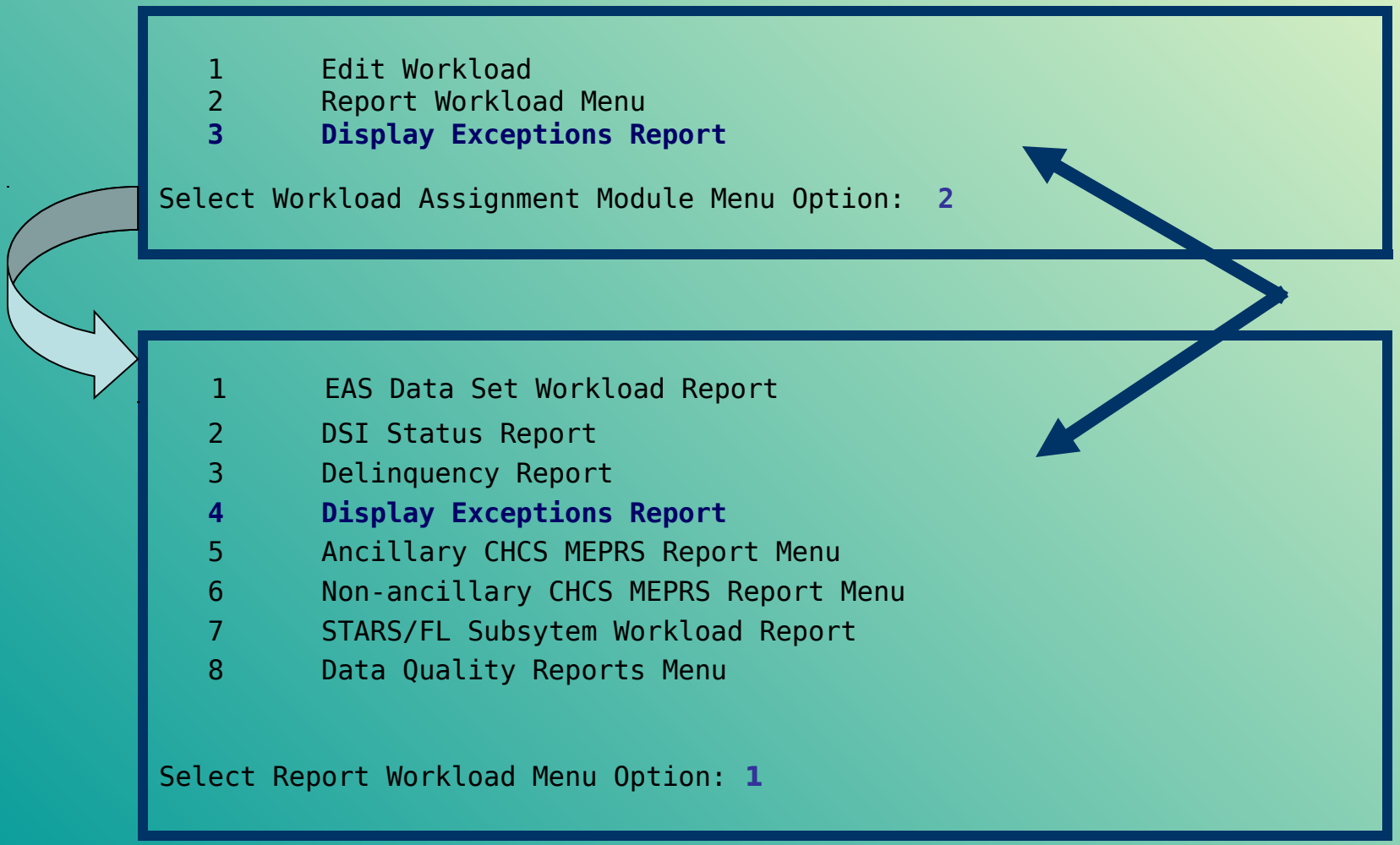
TDB

Display Exceptions Report (cont.)
Template Status # 10

```
Template Status

(N) Data generation for division 0037 month 05/01 - ended 06/21/01@1538
(N) Requested by TRAINING,MANAGER
(N) Data generation for division 0037 month 05/01 - started 06/21/01@1538
(N) Data generation for division 0037 month 04/01 - ended 06/21/01@1538
(N) Requested by TRAINING,MANAGER
(N) Data generation for division 0037 month 04/01 - started 06/21/01@1538
(N) Data generation for division 0037 month 06/01 - ended 06/21/01@1547
(N) Data generation for division 0037 month 04/01 - ended 06/21/01@1547
(N) Requested by TRAINING,MANAGER
(N) Data generation for division 0037 month 04/01 - started 06/21/01@1546
(N) Data generation for division 0037 month 05/01 - ended 06/21/01@1546
(N) Requested by TRAINING,MANAGER
(N) Data generation for division 0037 month 05/01 - started 06/21/01@1546
(N) Requested by TRAINING,MANAGER
(N) Data generation for division 0037 month 06/01 - started 06/21/01@1546
(N) DSI DBB Editing ended 06/21/01@1544 for month 06/01 by LEGARE,JOANNE
(N)  R-BAAB/0255 BCat3 Raw: +5 Wtd: +6.5
(N) P-DBBA/0037 R-BAAB/0255 BCat1 Raw: +20 Wtd: +26 BCat2 Raw: +4 Wtd: +5.2
(N) DSI DBB Editing started 06/21/01@1542 for 06/01 by TRAINING,MANAGER
```

TDB

Display Exceptions Report (cont.)


1 Edit Workload
2 Report Workload Menu
3 Display Exceptions Report
Select Workload Assignment Module Menu Option: 2
1 EAS Data Set Workload Report
2 DSI Status Report
3 Delinquency Report
4 Display Exceptions Report
5 Ancillary CHCS MEPRS Report Menu
6 Non-ancillary CHCS MEPRS Report Menu
7 STARS/FL Subsytem Workload Report
8 Data Quality Reports Menu
Select Report Workload Menu Option: 1

TDB

Example of Exceptions # 16

Exceptions found on all scenarios:

(E) Please report this to your System Administrator
(E) This workload will not be reported to WAM
(E) Remote Workload received from Facility Code HP0124 on Exam Number: 07000031
(E) MSG ID N00259-1762914
(E) DMIS ID 0028-RAD REMOTE WORKLOAD processing error-START 07/12/07@0916

Specific exceptions for select scenarios:

Scenario 1: Provider is not on this platform
Scenario 2: No Reporting Division Found for Provider
Scenario 3: Performing MEPRS code cannot be found
Scenario 4: Requesting MEPRS code cannot be found

TDB

Ancillary CHCS MEPRS Report Menu

WAM > 2 > 5

- The Ancillary CHCS MEPRS Menu provides a centralized area for all CHCS MEPRS-related reports for Ancillary Services.

```
   1      EAS Data Set Workload Report
   2      DSI Status Report
   3      Delinquency Report
   4      Display Exceptions Report
   5      Ancillary CHCS MEPRS Report Menu
   6      Non-ancillary CHCS MEPRS Report Menu
   7      STARS/FL Subsytem Workload Report
   8      Data Quality Reports Menu


Select Report Workload Menu Option: 5
```

TDB

Ancillary CHCS MEPRS Report Menu
LAB-related

1	**LAB Division MEPRS Report**
2	**LAB Group MEPRS Report**
3	PHR Medical Expense and Performance Report
4	PHR MEPRS Group Report
5	RAD MEPRS Group Report
6	**Lab Test CPT Exception Report**
7	**Lab Method CPT Exception Report**
8	Radiology Procedure CPT Exception Report
9	**Laboratory Workload Exception Report**
10	Radiology Workload Exceptions Report
11	PHR Workload Exception Report

TDB

Ancillary CHCS MEPRS Report Menu
PHR-related

1 LAB Division MEPRS Report
2 LAB Group MEPRS Report
3 PHR Medical Expense and Performance Report
4 PHR MEPRS Group Report
5 RAD MEPRS Group Report
6 Lab Test CPT Exception Report
7 Lab Method CPT Exception Report
8 Radiology Procedure CPT Exception Report
9 Laboratory Workload Exception Report
10 Radiology Workload Exceptions Report
11 PHR Workload Exception Report

TDB

Ancillary CHCS MEPRS Report Menu
RAD Related

1	LAB Division MEPRS Report
2	LAB Group MEPRS Report
3	PHR Medical Expense and Performance Report
4	PHR MEPRS Group Report
5	**RAD MEPRS Group Report**
6	Lab Test CPT Exception Report
7	Lab Method CPT Exception Report
8	**Radiology Procedure CPT Exception Report**
9	Laboratory Workload Exception Report
10	**Radiology Workload Exceptions Report**
11	PHR Workload Exception Report

TDB

Non-ancillary CHCS MEPRS Report Menu

WAM > 2 > 6

- The Non-ancillary CHCS MEPRS Report Menu provides a centralized menu of CHCS MEPRS workload reports for the non-ancillary areas.

```
   1      EAS Data Set Workload Report
   2      DSI Status Report
   3      Delinquency Report
   4      Display Exceptions Report
   5      Ancillary CHCS MEPRS Report Menu
   6      Non-ancillary CHCS MEPRS Report Menu
   7      STARS/FL Subsytem Workload Report
   8      Data Quality Reports Menu


Select Report Workload Menu Option: 6
```

TDB

Non-ancillary CHCS MEPRS Report Menu (cont.)

1 Disposition MEPRS Report
2 Worldwide Workload Report-Print/Reprint
3 Hrs of Svc in ICU's by Ref MEPRS Cln Svc Report
4 Inpatients by MEPRS Report
5 MEPRS/Provider Days
6 Monthly MEPRS Detail Report
7 Monthly MEPRS Report
8 Patient Inactive MEPRS Summary
9 Monthly Statistical Report

TDB

STARS/FL Subsystem Workload Report
WAM > 2 > 7

- The STARS/FL Subsystem Workload Report is used to display/print workload that is generated at Navy site.

```
   1      EAS Data Set Workload Report
   2      DSI Status Report
   3      Delinquency Report
   4      Display Exceptions Report
   5      Ancillary CHCS MEPRS Report Menu
   6      Non-ancillary CHCS MEPRS Report Menu
   7      STARS/FL Subsytem Workload Report
   8      Data Quality Reports Menu


Select Report Workload Menu Option: 7
```

TDB

STARS/FL Subsystem Workload Report (cont.)

```
Select STARS/FL Subsystem Workload Report MONTH/YEAR: Jun 2001// MAY 2001   May 2001

Select DIVISION NAME: NAVAL HOSPITAL//  NAVAL HOSPITAL
Select (D)ivision, (G)roup, or (Q)uit: D//

Select (D)etail, (S)ummary, (A)ll, or (Q)uit: D// S
Print report for All Subsystems? YES// N  (NO)
SUBSYSTEM: INPATIENT// ??
 This field indicates, from a WAM perspective, the functional subsystem
 associated with the workload data generated for the given REPORTING MONTH
 and DIVISION. Because this field reflects the WAM perspective, its
 breakout of subsystems is different than those represented within CHCS.

Choose from:
       RAD      RADIOLOGY
       LAB      LABORATORY
       PHR      PHARMACY
       PAD      INPATIENT
       PAS      OUTPATIENT
       SPS      SUPPORT SERVICES
       DTS      DIETETICS
       ANC      ANCILLARY
SUBSYSTEM: INPATIENT// OUTPATIENT
```

TDB

STARS/FL Subsystem Workload Report (cont.)

```
UIC:  N00168   NAVAL HOSPITAL                                    21 Jun 2001 0844
                                                                        Page:    1
                     UIC/SUBSYSTEM MONTHLY SUMMARY REPORT
                          Month: May   Year: 2001 (Last Data Gen 06/21/01@0843)
-------------------------------------------------------------------------------
 Workload Type                        CAC          FCC/DMIS     Workload Total
-------------------------------------------------------------------------------
 VISITS                               4BAC         BACA/0067                 3
                                      4BAM         BAMA/0067                16
                                      4BBA         BBAA/0067                10
                                      4BCB         BCBA/0067                12
                                                                 --------------
                                                        *****             41

                                  ***End of Report***
```

Data Quality Reports Menu
WAM > 2 > 8

- The Data Quality Reports Menu provides easy access to reports used by the MTF Data Quality Team during the review process.

```
   1      EAS Data Set Workload Report
   2      DSI Status Report
   3      Delinquency Report
   4      Display Exceptions Report
   5      Ancillary CHCS MEPRS Report Menu
   6      Non-ancillary CHCS MEPRS Report Menu
   7      STARS/FL Subsytem Workload Report
   8      Data Quality Reports Menu

Select Report Workload Menu Option: 8
```

TDB

Data Quality Reports Menu (cont.)

DQL DQ Hospital Location Report

DQS Pharmacy Site DQ Report

DQP DQ Provider Default Report

DQR Re-Order Provider Specialty Utility

DQW Lab Work Element-Accession Area MEPRS Code Util

TDB

Data Quality Reports Menu (cont.)

DQ Hospital Location Report

```
                          DQ HOSPITAL LOCATION REPORT
GROUP ID: 0037                                                21 Jun 2001@1222
                                                                       PAGE 1
DIVISION                                          COST  COST  DGA*  DGA*
  LOCATION TYPE                    DIV   MEPRS MEPRS POOL  POOL  MEPRS MEPRS CLN
   NAME                            DMIS  CODE  DMIS  CODE  DMIS  CODE  DMIS TYPE
-------------------------------------------------------------------------------
DIVISION: DIV A - TRAINING HOSPITAL

  LOCATION TYPE: CLINIC
   ACUTE CR MTF                    0037  BGAA  0037                        C  (2)
   ADOLESCENT CLINIC               0037  BDBA  0037                        C
   ADULT PR CR MTF                 0037  BGAD  0037                        C
   ADULT TRMT MTF                  0037  BGAZ  0037                        C
   ALLERGY CLINIC                  0037  BABA  0037                        C
   AMB CARE MTF                    0037  BGAC  0037                        C
   CHEST CLINIC                    0037  BAAA  0037                           (3)
   CRANE MC                        0037  FCCA                              N  (1)
   PHYSICAL THERAPY                0037  DHDA  0037
   PLASTIC SURGERY CLINIC          0037  BBGA  0037                        C
   10O                             0037  AAAA  0037
   11A                             0037              AAXA  0037
```

TDB

Data Quality Reports Menu (cont.)

DQL DQ Hospital Location Report
DQS Pharmacy Site DQ Report
DQP DQ Provider Default Report
DQR Re-Order Provider Specialty Utility
DQW Lab Work Element-Accession Area MEPRS Code Util

TDB

Data Quality Reports Menu (cont.)

Pharmacy Site DQ Report

```
 PHARMACY DQ SITE REPORT
GROUP ID: 0037                                              21 Jun 2001@1658
                                                                   PAGE 1

OUTPATIENT SITE LIST
------------------------------------------------------------------------------
 DIVISION                                PERFORMING              MEPRS
   NAME                                  MEPRS CODE              DMIS
------------------------------------------------------------------------------
 MTF DIVISION: DIV A - TRAINING HOSPITAL                 DIVISION'S DMIS: 0037
   MAIN PHARMACY                         DAAA                    0037
   SATELLITE PHARMACY                    DAAA                    0255

 MTF DIVISION: DIV B - PENTAGON BRANCH CLINIC            DIVISION'S DMIS: 0256
   CENTRAL PHARMACY                      DAAE                    0256

 MTF DIVISION: DIV C - USAHC ARLINGTON HALL              DIVISION'S DMIS: 0391
   C OUTPATIENT RX                       DAAF                    0391

 MTF DIVISION: DIV D - NORTHERN CLINIC                   DIVISION'S DMIS: 0255
   D OUTPATIENT RX                       DAAG                    0255

Press <RETURN> to continue, or '^' to stop
```

TDB

Data Quality Reports Menu (cont.)

DQL DQ Hospital Location Report
DQS Pharmacy Site DQ Report
DQP DQ Provider Default Report
DQR Re-Order Provider Specialty Utility
DQW Lab Work Element-Accession Area MEPRS Code Util

TDB

Data Quality Reports Menu (cont.)
DQ Provider Default Report

```
Personal Data - Privacy Act of 1974 (PL 93-579)
DQ PROVIDER DEFAULT REPORT                                21 Jun 2001@2058 PAGE 1

                                                CLIN   CLIN CLIN        PROV        PROV
                                          CLIN  USER   USER USER   PROV FILE   PROV FILE
                                          USER  DEF    LOC  LOC    FILE LOC    FILE CLIN
PROV                                      DEF   MEPR   DEF  DEF    LOC  MEPR   CLIN MEPR
FLAG PROVIDER NAME                        MEPR  DMIS   MEPR DMIS   MEPR DMIS   MEPR DMIS
-------------------------------------------------------------------------------------------

      GROUP ID: 0037
PROV DOCTOR,AARON                         BHAK                     BHAK 0212
PROV DOCTOR,BARRY       (EX #1)           BJAK 0212   BJAK 0212    BHAK 0212
PROV DOCTOR,CARL T                                                 BHAK 0212   BHAK 0212
PROV DOCTOR,DREW        (EX #2)                                    BHAK 0212   BHAA 0026
PROV DOCTOR,ELIZABETH                     BHGK        BHGK 0212    BHGK 0212   BHGK 0212
PROV DOCTOR,FRANK       (EX #3)           BHGK        EKAK 0212    BHGK 0212   BHGK 0212
PROV DOCTOR,GEORGE D                                               BHAK 0212
PROV DOCTOR,HENRY       (EX #4)                                    FCDA 0037   BIAA 0212
PROV DOCTOR,IVAN                                                   BLAA 0030
PROV DOCTOR,JACK        (EX #5)           BGAA 0030   BGAA 0030    BHGA 0212
PROV DOCTOR,KARL
PROV DOCTOR,LINDA       (EX #6)                                    FCAA 0030   BIAA 0030
PROV DOCTOR,MARK
```

TDB

Data Quality Reports Menu (cont.)

DQL DQ Hospital Location Report
DQS Pharmacy Site DQ Report
DQP DQ Provider Default Report
DQR Re-Order Provider Specialty Utility
DQW Lab Work Element-Accession Area MEPRS Code Util

TDB

Data Quality Reports Menu (cont.)
Re-Order Provider Specialty Utility

```
                    DQM Re-Order Provider Specialties Utility


     This utility will ensure that the first Provider Specialty in the
     PROVIDER SPECIALTY multiple field is mapped to a taxonomy code.
     If not, the utility will find the first Provider Specialty entry
     in the multiple that is mapped to a taxonomy code and switch the
     two entries.  Providers that do not have any specialties that map
     to a taxonomy code will be placed on the spooled exception report.


              DQM Re-Order Provider Specialties Utility History

                                                          Num Providers
Spool File Name                        User Name          Convert  Except
================================================================================
DQM_PROV_SPEC_CONV_RPT21Jun2001-0849   TRAINING,MANAGER         0     322
DQM_PROV_SPEC_CONV_RPT21Jun2001-1408   TRAINING,MANAGER         2     322



Do you want to run the utility? YES//
```

Data Quality Reports Menu (cont.)
Re-Order Provider Specialty Utility

```
Subj: Re-Order Provider Specialties Utility  Thu, 21 Jun 2001 08:49:13  7 Lines
From: POSTMASTER (Sender: TRAINING,MANAGER) in 'IN' basket.  **NEW**
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
The Re-Order Provider Specialties Utility COMPLETED on 21 Jun 2001@0849.

Total Number of Providers converted this run:     0
   Total Number of Providers with exceptions:   322

Please print the spooled report DQM_PROV_SPEC_CONV_RPT21Jun2001-0849
using the menu path: PHR -> PRM -> SPM -> PSR


Select MESSAGE Action: IGNORE (in IN basket)//
```

TDB

Data Quality Reports Menu (cont.)
Re-Order Provider Specialty Utility

```
TRAINING MEDICAL TREATMENT FACILITY                  21 Jun 2001 0849  Page 1
               Personal Data - Privacy Act of 1974 (PL 93-579)

            *** Provider Specialty Utility Exception Report ***
            the following providers do not have any Provider Specialties
                         that map to a HIPAA Taxonomy code

     Division: DIV A - TRAINING HOSPITAL
================================================================================
Provider Name                  Provider IEN      Clinic Name
================================================================================
DOCTOR,ANDREW                  888

DOCTOR,ANTONIO T               172               CAST CLINIC

DOCTOR,DONALD A                175               GASTROENTEROLOGY CLINIC

DOCTOR,PHILIP C                176               GYNECOLOGY CLINIC

DOCTOR,ROGER B                 178               INTERNAL MEDICINE CLINIC

DOCTOR,BETTY L                 386               NEPHROLOGY CLINIC
```

TDB

Data Quality Reports Menu (cont.)

DQL DQ Hospital Location Report

DQS Pharmacy Site DQ Report

DQP DQ Provider Default Report

DQR Re-Order Provider Specialty Utility

DQW Lab Work Element-Accession Area MEPRS Code Util

TDB

Data Quality Reports Menu (cont.)

Lab Work Element-Accession Area MEPRS Code Util

```
Lab Work Element - Accession Area MEPRS Code Correction Utility

Report      File/Table      Update Workload      Quit
Generate report of Accession Areas that may have incorrect MEPRS/DMIS--Step #1
```

```
TRAINING MEDICAL TREATMENT FACILITY                  21 Jun 2001 0832  Page 1
           Lab Work Element - Accession Area MEPRS Code Discrepancy
Lab Work Element       MEPRS Code - Group

                                    Accession Area         MEPRS Code - Group
================================================================================
                        There is no data for this report.




                                *** End of Report ***
```

Question

True or False:

The DSI Status Report can be run for only a previous month.

Agenda

- Introduction to WAM for Ancillary Personnel
- Lesson 1: General Tasks
- Lesson 2: Helpful Tips
- Course Summary
- References
- Questions

Lesson 2: Helpful Tips

- Pharmacy
- Radiology
- Laboratory
- Patient Appointment & Scheduling/Managed Care Program
- Patient Administration
- Editing WAM Workload Counts

Lesson 2: Objectives

- You will be able to use helpful tips to assist you in accomplishing your workload assignment tasks.

Pharmacy Tips

- Raw: Counts the number of transactions
- Weighted: A calculated value based on complexity of filling certain RXs. If an RX is prepackaged, the weighted value would be less. If staff members have to count the pills and bottle an RX, the weighted value is more. If they have to make an IV or Compound, then the Weighted value goes up.
- Pharmacy is not allowed to edit workload in WAM. Workload may only be edited through the Pharmacy module.

Pharmacy Tips (cont.)

- Occasionally run the PHR Workload Exception Report (WAM > 2 > 5 > 11). Correct any exceptions and ask the WAM Coordinator to re-initialize WAM for the month.
- In order to be counted, workload on the Pharmacy Workload Exception Report must be corrected.
- If this task is performed regularly, the errors resulting from historically invalid MEPRS codes should diminish over time because the new screening functionality prevents the creation of new errors.

Radiology

- The Radiology module is continually adding to the RAD Workload Data file, which is the source for WAM Radiology workload. Reports generated more than a few minutes apart during the duty day could result in different data totals.
- The MEPRS/WAM Coordinator initializes WAM by the first duty day of each month. From that point on, CHCS automatically regenerates the templates every seven to fifteen days, depending on the site's System Definition Parameters (CA> WAM> #5).

Radiology (cont.)

- You must be logged into the workload's Performing division in order to edit workload data discrepancies.
- In the RAD Workload Data file, each type of Radiology workload generates two separate entries: PROCEDURE workload and REPORT workload.
- Correcting the 'Req. MEPRS/DMIS ID' and/or 'CPT Code' fields for the PROCEDURE credit entry corrects the associated REPORT credit entry *only* if it is in the RAD Workload Exception file at that time.

Radiology (cont.)

- If an exam contains more than one exception, all edits can be made on the same screen.
- Once all editable exceptions have been corrected, WAM must be reinitialized in order for the workload to display on the EAS Data Set Workload Report.
- Running the Display Exceptions Report and correcting the workload data on a daily or weekly basis ensures that all reportable data is available in WAM prior to validation with workload reports.

Radiology (cont.)

- **CPT code discrepancies.** The Workload Exceptions Report displays the name of the procedure and can be used to determine the correct CPT code to enter. Consult the *Fiscal Year Current Procedural Terminology Manual* of the American Medical Association or your facility ancillary-coding POC prior to trying to edit the data discrepancy.
- **Requesting Location discrepancies.** Access the Exam Inquiry option and enter the exam number shown on the Workload Exceptions Report to find the name of the requesting clinic/ward location and requesting HCP. This information can help determine the correct MEPRS/DMIS ID.

Radiology (cont.)

- **Performing Location discrepancies.** REPORT workload is credited based on the Reporting Division and Reporting MEPRS code of the interpreting radiologist. Determine the correct information prior to editing the data discrepancies.
- When in doubt about the correct data required for a Requesting Location or Performing Location discrepancy, consult your Database Administrator and/or MEPRS/WAM Coordinator.

Radiology (cont.)

- **Multiple data discrepancies.** Exams may be identified in more than one exception category.
  - Identify all discrepancies for each entry prior to editing the data.
  - You may resolve one, some, or all exceptions during the same editing session.
- Workload entries are not available for workload reporting until all data discrepancies have been corrected.

Laboratory

- CPT Code file updates are processed in CHCS twice annually; and each site is responsible for reviewing these ancillary-related CPT code files after each CPT update.
- The validity of the CPT code is checked at the time of the patient event; e.g., when the result is filed. If the CPT code assigned to test is not valid at that time, the patient event is lost to workload reporting and to Outpatient Itemized Billing (OIB), unless it is corrected through the Manual Edit of Workload Data (MEC) option.

  Menu Path: CA-LAB-LRM-REM-MEC

Patient Appointment & Scheduling/ Managed Care Program (PAS/MCP)

- The PAS Monthly Statistical Report can now be generated with Summary information. The Summary information prints the Division Summary without the other detailed data, such as counts by Beneficiary Category (BENCAT) or counts by Appointment Type. This is the most efficient print option for validating monthly workload.

Patient Administration

- If the WWR is recalculated with WAM Initialization, a completion message is sent to the WWR COMPUTATION mail group.
- The WWR COMPUTATION mail group should be initially set up as a self-enrollment mail group through the CHCS Mail Group Edit (MGE) option. Participants can then self-enroll through the Group Membership (GM) option.
- If the WWR is recalculated with WAM Workload Generation Controller, a completion message is sent to the WAM GENERATION mail group.

Editing WAM Workload Counts

- Workload corrected at the subsystem level qualifies the event for billing, thereby improving MTF reimbursements.
- The Workload Editing Business Rules now require you to edit data at the most detailed level appropriate for the DSI so that manually edited data can be sent in Record Type 2 for inclusion in EAS IV. This may be at the beneficiary category level for such DSIs as outpatient visits, or at the CPT code level for other DSIs, such as LAB. Therefore, editing in WAM will become more time consuming.
- Editing for RAD and PHR cannot be completed in WAM.

WAM Exception Messages

- ICU codes (AAH, AAC, etc.) are not valid Requesting MEPRS codes (R-FCC) in any DSI and, if entered as such, exception messages will result.

Appendix A:
Template Status Definitions

Template Status Definitions

I = INITIALIZED (View Only)

- Usually done within the first few days of the current month by the **MEPRS/WAM Coordinator**.
- This is a batch process indicating that the templates are now built and are ready to allow CHCS-generated data to populate.

V = VERIFIED (Current Month Only)

- Usually done within seven (7) days from Initialization by the **Ancillary POC**. If not completed, the system will generate a delinquency e-mail bulletin.
- Changing the status from I > V indicates that the current month's data has been viewed and verified and that data is beginning to populate the DSI.

Template Status Definitions (cont.)

W = WAITING Facility Coordinator' APPROVAL

- Usually done at the beginning of the following month (End of Month + 1 day), by the **Ancillary POC**.
- This indicates that the prior month's (last month) data has been reviewed/edited for accuracy and is ready for approval.

A = APPROVED FOR TRANSMISSION

- Usually done once the templates are in the status of Waiting, and the **MEPRS/WAM Coordinator** has reviewed the templates for accuracy.
- Indicates that the templates are now ready for transmission to EAS (or for Navy, to STARS/FL).

Template Status Definitions (cont.)

T = TRANSMITTED (View Only)

- This indicates that the ASCII file created by the **MEPRS/WAM Coordinator** has been transmitted to EAS.
- The status on the templates is changed to T automatically by the system.

X = REJECTED to WORKCENTER

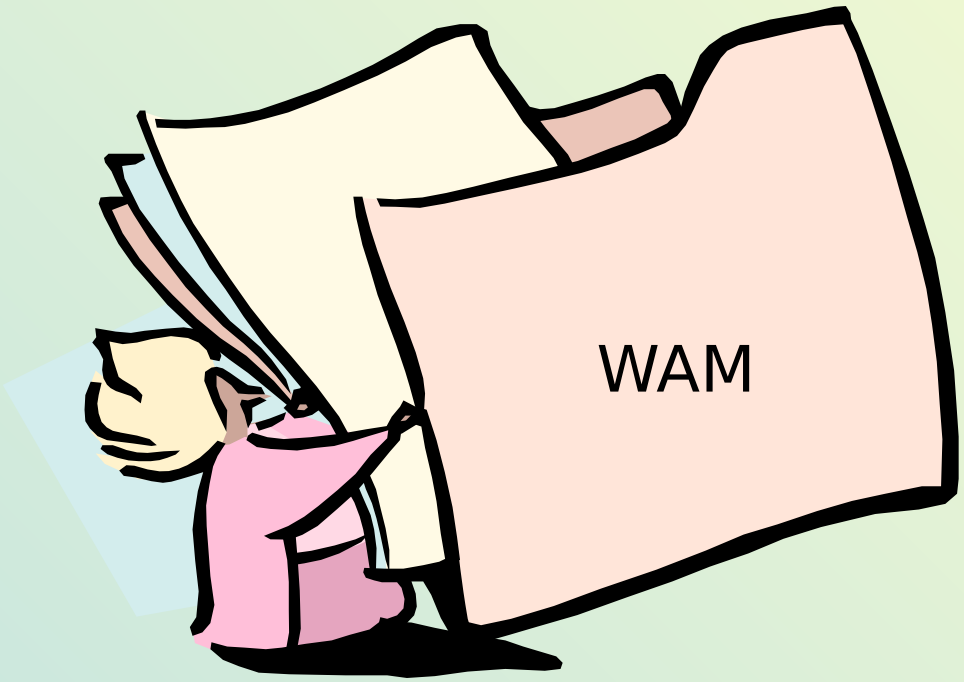
- The **MEPRS/WAM Coordinator** may reject any template.
- This indicates that the template requires editing or data entry.

Appendix B:
WAM Exception Categories

WAM Exception Categories (cont.)

4 WAM File Synchronization Errors
5 CAC/JON Processing in DWAM
6 SAS Processing in DWAM
7 Invalid MEPRS in DWAM
8 Workload Deviations
9 Workload Delinquencies
10 Template Status
11 STARS/FL ASCII File Creation
12 EAS ASCII File Creation
13 CHCS MEPRS Activity
14 CHCS SAS Detail File Activity
15 CHCS Worldwide Workload Report and SIDR Transmission Log
16 CHCS Radiology Remote Workload Processing

WAM Supervisor Menu Options.



WAM for Supervisors

```
    1      Edit Workload
    2      Report Workload Menu
    3      Display Exceptions Report
    4      Manage Workload Templates
    5      System Definition Parameters
    6      Create Monthly Workload ASCII File to EAS
    7      Create Monthly Workload ASCII File to STARS/FL
    8      Workload Generation Controller

Select Workload Assignment Module Menu Option: 4
```

Manage Workload Template Current Month

WAM > 4

```
Select Workload Assignment Module Menu Option: 4  Manage Workload Templates

Select (I)nitialize, (A)pprove, (B)atch Approve, or (Q)uit: Q// I

Select DIVISION NAME: DIV A – TRAINING HOSPITAL
Select Workload MONTH/YEAR: JUN 2001//

Requested start time: NOW//   (21 Jun 2001@102934)
     Task # 1149 to initialize templates has begun.
Press <RETURN> to continue
```

Exceptions Report
WAM > 3

```
Select Exceptions Report START DATE: 01 Jun 2001// T  (21 Jun 2001)
Select Exceptions Report END DATE: 21 Jun 2001// T  (21 Jun 2001)
Select DIVISION NAME: DIV A - TRAINING HOSPITAL//   DIV A - TRAINING HOSPITAL
Select (D)ivision, (G)roup, or (Q)uit: D//
Select CATEGORY to report (A)ll, (M)any, (O)ne or (Q)uit: M// O

Select CATEGORY to report: 10  Template Status
Select SEVERITY to report (A)ll, (M)any, (O)ne or (Q)uit: M// A

DEVICE:
```

```
DIV A - TRAINING HOSPITAL                          21 Jun 2001@1033   Page 6

                        * * * EXCEPTIONS REPORT * * *
                     From: 21 Jun 2001    To: 21 Jun 2001
------------------------------------------------------------------------------

Template Status

 (N) Data generation for division 0037 month 06/01 - ended 06/21/01@1030
 (N) Requested by TRAINING,MANAGER
 (N) Data generation for division 0037 month 06/01 - started 06/21/01@1029
```

Manage Workload Template Prior Month

WAM > 4

```
    1      Edit Workload
    2      Report Workload Menu
    3      Display Exceptions Report
    4      Manage Workload Templates
    5      System Definition Parameters
    6      Create Monthly Workload ASCII File to EAS
    7      Create Monthly Workload ASCII File to STARS/FL
    8      Workload Generation Controller

Select Workload Assignment Module Menu Option: 4  Manage Workload Templates

Select (I)nitialize, (A)pprove, (B)atch Approve, or (Q)uit: Q// A

Select DIVISION NAME: DIV A - TRAINING HOSPITAL//   DIV A - TRAINING HOSPITAL

Select Workload MONTH/YEAR: May 2001//
```

Manage Workload Template Prior Month
Approve

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@1118
Fiscal Month/Year: May 2001                     Template Status: W

DSI: ADM   Description: ADMISSIONS
                     Performing FCC: N/A
  Performance Factor/Workload Total: 160


                  Statistic                          Statistic
  FCC/DMIS           Amount      FCC/DMIS              Amount
  ---------------  ---------     ---------------     ---------
  AAAA/0037              157     AAKA/0037                   0
  ABAA/0037                3     ACAA/0037                   0
  ADAA/0037                0     AEAA/0037                   0
  AFAA/0037                0


Next Screen     Prev Screen     View     Change Status     Quit
Allows changing this Template Status to A
```

Manage Workload Template Prior Month

Approve (cont.)

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                    Date: 21 Jun 2001@1118
Fiscal Month/Year: May 2001                 Template Status: W

DSI: ADM   Description: ADMISSIONS
                     Performing FCC: N/A
  Performance Factor/Workload Total: 160


                  Statistic                       Statistic
  FCC/DMIS           Amount      FCC/DMIS           Amount
  --------------  ---------      --------------  ---------
  AAAA/0037             157      AAKA/0037                0
  ABAA/0037               3      ACAA/0037                0
  ADAA/0037               0      AEAA/0037                0
  AFAA/0037               0


Are you sure that you want change status from W to A? NO// Y


Next Screen     Prev Screen     View     Change Status     Quit
Allows changing this Template Status to A
```

Manage Workload Template Prior Month

Approve (cont.)

```
DIV A - TRAINING HOSPITAL
DMIS ID/UIC: 0037/W2DHAA                        Date: 21 Jun 2001@1125
Fiscal Month/Year: May 2001                     Template Status: A

DSI: ADM   Description: ADMISSIONS
                     Performing FCC: N/A
  Performance Factor/Workload Total: 160


                  Statistic                          Statistic
  FCC/DMIS           Amount      FCC/DMIS              Amount
  ---------------  ---------     ---------------   ---------
  AAAA/0037              157     AAKA/0037                  0
  ABAA/0037                3     ACAA/0037                  0
  ADAA/0037                0     AEAA/0037                  0
  AFAA/0037                0


Next Screen     Prev Screen     View     Change Status     Quit
Allows changing this Template Status to A
```

Manage Workload Template Prior Month

Batch Approve

```
Select DIVISION NAME: DIV A - TRAINING HOSPITAL// ^


   1      Edit Workload
   2      Report Workload Menu
   3      Display Exceptions Report
   4      Manage Workload Templates
   5      System Definition Parameters
   6      Create Monthly Workload ASCII File to EAS
   7      Create Monthly Workload ASCII File to STARS/FL
   8      Workload Generation Controller

Select Workload Assignment Module Menu Option: 4  Manage Workload Templates

Select (I)nitialize, (A)pprove, (B)atch Approve, or (Q)uit: Q// B

Select DIVISION NAME: DIV A - TRAINING HOSPITAL//

Select Workload MONTH/YEAR: May 2001//

Are you sure that you want to change the status of all DSIs to A? NO//  Y
```

DSI Status Report
WAM > 2 > 2

```
Select DATA SET Status Report MONTH/YEAR: Jun 2001// MAY2001   May 2001

Select DIVISION NAME: DIV A - TRAINING HOSPITAL//  DIV A - TRAINING HOSPITAL
Select (D)ivision, (G)roup, or (Q)uit: D// D
DEVICE:
```

DSI Status Report (cont.)
WAM > 2 > 2

```
DIV A - TRAINING HOSPITAL                              21 Jun 2001@1156   Page 1

                              DATA SET STATUS REPORT
                            Month: May      Year: 2001
-------------------------------------------------------------------------------
DATA  Description                      Perf          Status   Status
SET                                    FCC/DMIS               Date
-------------------------------------------------------------------------------

OBD   OCCUPIED BED DAYS                                 A     21 Jun 01

OUT   OUTPATIENT VISITS                                 A     21 Jun 01

TOT   TOTAL VISITS                                      A     21 Jun 01

DIS   DISPOSITIONS                                      A     21 Jun 01

ADM   ADMISSIONS                                        A     21 Jun 01

DAA   PHARMACY: RAW & WEIGHTED         DAAA/0037       A     21 Jun 01
      PROCEDURES

DBA   CLINICAL PATHOLOGY: RAW &        DBAA/0037       A     21 Jun 01
Press <RETURN> to continue or '^' to quit
```

System Definition Parameters
WAM > 5

```
    1      Edit Workload
    2      Report Workload Menu
    3      Display Exceptions Report
    4      Manage Workload Templates
    5      System Definition Parameters
    6      Create Monthly Workload ASCII File to EAS
    7      Create Monthly Workload ASCII File to STARS/FL
    8      Workload Generation Controller

Select Workload Assignment Module Menu Option: 5
```

System Definition Parameters (cont.)

WAM > 5

```
DIVISION PARAMETERS: DIV A - TRAINING HOSPITAL


                                          YES/NO    VALUE

             WAM Functionality Activation:    YES

             Workload Deviation Range (%):    YES       15
 Workload Data Generation Frequency (days):   YES       7
       Delinquency Status Allowance (days):   YES       7
              Delinquency E-Mail Bulletin:    YES



Help = HELP      Exit = F10     File/Exit = DO                    INSERT OFF
```

Create Monthly Workload ASCII File to EAS

WAM > 6

```
    1      Edit Workload
    2      Report Workload Menu
    3      Display Exceptions Report
    4      Manage Workload Templates
    5      System Definition Parameters
    6      Create Monthly Workload ASCII File to EAS
    7      Create Monthly Workload ASCII File to STARS/FL
    8      Workload Generation Controller

Select Workload Assignment Module Menu Option: 6
```

Create Monthly Workload ASCII File to EAS

Divisions not Approved

```
Select Workload MONTH/YEAR: May 2001//   May 2001

Job is terminated.  DSIs are not all approved for the following division(s):
  0037  0256


     Press <RETURN> to continue
```

Create Monthly Workload ASCII File to EAS

Divisions Approved

```
Select Workload MONTH/YEAR: May 2001//   May 2001

Requested start time: NOW//   (21 Jun 2001@101927)

     ASCII file DISK$RAID4:[TDBMGR2.APPL.EXPORT]X0037105.21A
      has been successfully assigned Task number 1153.

     Press <RETURN> to continue
```

Create Monthly Workload ASCII File to EAS

Mail Generated Notification

```
   1      Edit Workload
   2      Report Workload Menu
   3      Display Exceptions Report
   4      Manage Workload Templates
   5      System Definition Parameters
   6      Create Monthly Workload ASCII File to EAS
   7      Create Monthly Workload ASCII File to STARS/FL
   8      Workload Generation Controller

Select Workload Assignment Module Menu Option:

     You have new mail.
```

Create Monthly Workload ASCII File to EAS

Mail

```
   AML    Assume another identity as a surrogate
   BOP    Basket Options
   EML    Edit user options
   GML    Group Membership
   HML    Help Menu
   LNM    List New Messages
   NML    New Messages and Responses
   QML    Queued Message Deletion
   RML    Read a Message
   SML    Send a Message

Select MailMan Menu Option: LNM  List New Messages
You have 37 new messages.
 Select listing device:
```

```
New Messages for TRAINING,MANAGER
   @TRAINING.SAIC.COM                          Thu, 21 Jun 2001 10:21:35

_____________________________________________________________________________
+           Thu, 21 Jun 2001 14:26:11     7 Lines
       From: POSTMASTER   Not read, in IN basket
   35) Subj: APPOINTMENT SCHEDULED
           Thu, 21 Jun 2001 10:24:24     5 Lines
       From: POSTMASTER   Not read, in IN basket
   36) Subj: WAM ASCII FILE GENERATION
           Thu, 21 Jun 2001 10:19:30     1 Line
       From: POSTMASTER   Not read, in IN basket
```

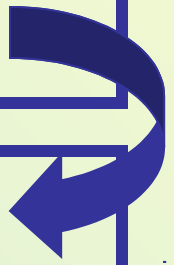
Create Monthly Workload ASCII File to EAS

Mail

```
Subj: WAM ASCII FILE GENERATION  Thu, 21 Jun 2001 13:10:14  1 Line
From: POSTMASTER (Sender: TRAINING,MANAGER) in 'IN' basket.  **NEW**
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,Expires: 06 Jul 2001,,,,,,,,,,,,,,,,,,,,,,,,,,
X0037105.21B has been created and placed in the EXPORT directory


Select MESSAGE Action: IGNORE (in IN basket)//
```

Exception Report
WAM > 3

```
Select Exceptions Report START DATE: 01 Jun 2001// T  (21 Jun 2001)
Select Exceptions Report END DATE: 21 Jun 2001// T  (21 Jun 2001)
Select DIVISION NAME: DIV A - TRAINING HOSPITAL//   DIV A - TRAINING HOSPITAL
Select (D)ivision, (G)roup, or (Q)uit: D// G
Select CATEGORY to report (A)ll, (M)any, (O)ne or (Q)uit: M// O

Select CATEGORY to report: 12  EAS ASCII File Creation
Select SEVERITY to report (A)ll, (M)any, (O)ne or (Q)uit: M// A

DEVICE
```



```
DIV A - TRAINING HOSPITAL                          21 Jun 2001@1104   Page 1

                        * * * EXCEPTIONS REPORT * * *
                     From: 21 Jun 2001    To: 21 Jun 2001
------------------------------------------------------------------------------

EAS ASCII File Creation

 (W) File X0037105.21A has been re-transmitted.  Recommend retrans WWR data.
 (N) Creation of ASCII file X0037105.21A was successful - ended 06/21/01@1019
 (N) Requested by TRAINING,MANAGER
 (N) Creation of ASCII file X0037105.21A is in progress - started 06/21/01@1019
```

Create Monthly Workload ASCII File to EAS

WAM > 6

```
    1      Edit Workload
    2      Report Workload Menu
    3      Display Exceptions Report
    4      Manage Workload Templates
    5      System Definition Parameters
    6      Create Monthly Workload ASCII File to EAS
    7      Create Monthly Workload ASCII File to STARS/FL
    8      Workload Generation Controller

Select Workload Assignment Module Menu Option: 8
```

WAM Generator Controller Reports

- WAM Templates
- WWR
- LAB, RAD, and PHR MEPRS Group Reports
- PAD Monthly MEPRS Report
- PAS Monthly Statistical Report-Summary Format

  Note: If EOD processing is still outstanding, the Delinquent EOD Processing Report prints instead.
- Roster of Kept APV Appointments

WAM Generator Controller Business Rules

- WGC can only be used for a prior month
- Must be logged into a lead division to use the WGC
- WGC can only be scheduled to run during non-peak hours (e.g., 1700 to 0400).
- Only one WGC task can be scheduled per night, regardless of the reporting month
- Security Key needed: DGNAS WAM GENERATION
- You must enroll in the WAM GENERATION mail group to receive WGC completion bulletins.
- WGC does not generate the WWR ASCII file for transmission. The WWR POCs must still generate the file manually through the Create Worldwide Workload Report in ASCII format (CMF) option.
- WWR POCs should belong to the WAM GENERATION mail group.

The Mail Message

```
Subj: Worldwide Workload Report  Fri, 22 Nov 2002 13:56:23  1 Line
From: POSTMASTER (Sender: ANDES,ANN) (Postmaster in SMEMGR) in 'IN' basket.
     **NEW**
□□□
```

Special Alert

- Issue found with some Requesting MEPRS codes missing on the WAM templates starting in Oct 2009 resulting in reduced WAM workload totals.
- Requesting MEPRS codes that have multiple active entries in the MEPRS file global are not being added to the WAM Data Set file.
- Special software package SS_35159 that was delivered 19 February 2010

What to Do

- Monitor workload:
  - Does WAM workload reporting match subsystem reporting for the month?
  - Did you see a marked reduction in workload reporting that started in October or November?
  - Are WAM Templates missing any Requesting FCC that regularily collect workload?
- Re-transmit EAS files for any month/division that you feel were impacted:
  - Set template status to ‘Reject’
  - Reinitialize template for month/division to get corrected data
  - Reapprove templates
  - Recreate the EAS file

Agenda

- Introduction to WAM for Ancillary Personnel
- Lesson 1: General Tasks
- Lesson 2: Helpful Tips
- Course Summary
- References
- Questions

Course Summary

Lesson 1: General Tasks

- The Basics
- Linked Orders
- Template Status Indicators
- Other Actions
- Report Workload Menu

Lesson 2: Helpful Tips

WAM Supervisor Menu Options – Forum Class Addition

Agenda

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References

- WORKLOAD ASSIGNMENT MODULE (WAM) ENHANCEMENTS (MEPRS/WAM Coordinator and WAM Users in Radiology and Laboratory Training); SAIC GSA Doc. GS-CWAM-8000: 28 Sep 2007
- CHCS Workload Desktop Guide; SAIC D/SIDDOMS Doc. D2-NWDQ-5000A: 06 Aug 2007
- WAM Exception Messages

Questions